



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUSINESS INTELLIGENCE (BI) DEVELOPER

Job Number: 21005052

Job Code: 73010V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 02/16/2025

Job Revised:

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$39,047 - Hourly

\$6,345.14 - 37.5 Hr. Monthly Salary

\$6,768.16 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Collaborates with business stakeholders to create, maintain, and manage systems and interfaces for Business Intelligence (BI) solutions. Designs and develops reports, dashboards, and data visualizations that enable users to explore and analyze data effectively; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR a graduate of a college or university with an associate's degree in information technology (IT) or related field OR certification in an IT-related field.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional experience in data analysis, business intelligence, or database and reporting technologies.

Substitute EDUCATION for EXPERIENCE:

A master's degree in computer science will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Two years of additional experience in data analysis, business intelligence, database and reporting technologies will substitute for the education requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Collaborates with business users and cross-functional teams to understand evolving needs and deliver BI solutions that meet strategic objectives. Collaborates with business stakeholders to understand their data and reporting needs. Gathers requirements, analyzes business processes, and translates them into technical specifications for BI solutions. Designs and implements data models and processes to extract, transform, and load (ETL) data from various sources into data warehouses or data marts. Ensures data quality, integrity, and security through the implementation of best practices in data governance and compliance. Writes SQL queries, develops scripts, and uses ETL tools to ensure data quality and integrity. Creates interactive reports, dashboards, and data visualizations using BI tools such as Tableau, Power BI, or SAP Business Objects. Customizes reports to meet the specific needs of different user groups within the organization and provides insights for decision-making. Implements processes and procedures to ensure the accuracy, completeness, and consistency of data within BI solutions. Maintain data integrity by utilizing data cleansing, deduplication, and validation. Works closely with cross-functional teams including business users, data analysts, and BI architects to deliver BI solutions that meet business requirements. Provides training and support to end-users on how to use BI tools and interpret reports effectively, as well as troubleshoots issues and addresses user inquiries to ensure the smooth operation of BI solutions. Optimizes the performance of BI solutions by identifying and addressing bottlenecks in data processing, query performance, or report rendering. This may involve optimizing SQL queries and tuning database indexes.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions for a specific position may be listed on the individual position description.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.