APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

JOB DESCRIPTION

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Senior Systems Analyst

POSITION NUMBER: 01898

DEPARTMENT: MIS – Application Services

LOCATION: 909 Packerland Dr. Green Bay WI 54303

DIVISION: Internal Services

RESPONSIBLE TO: Manager Application Services

SALARY: E06 $50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

(Employees will receive 5% below the negotiated pay rate during their probationary status.)

CLASSIFICATION: Exempt

POSTING DATE: August 25, 2016

CLOSING DATE: Until Filled

Transfer Deadline: September 1, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will interact with MIS customers to provide effective business solutions through the application of technology and process improvement. The primary focus will be to administer and act as a support expert for Corporate Performance Reporting, Data Warehousing, and reporting frameworks using Cognos Business Intelligence. The incumbent will provide system design and analysis, program code generation, system documentation and user training as required. Incumbent will have opportunities to recommend and present alternatives for making effective business decisions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide advanced problem determination and resolution support for Corporate Performance Reporting using Cognos Business Intelligence and Cognos Data warehouse applications.
2. Interact with MIS customers for the purpose of understanding business unit needs and recommending alternative solutions to accomplish business unit's goals.
3. Provide information to internal MIS Management, as well as Business Unit Management, through formal and/or informal presentations.
4. Provide technical representation to outside agencies, e.g. Gaming Commission, State of WI, Oneida vendors, etc.
5. Develop custom reports as required by business unit personnel.
6. Participate as a team member on multi-departmental projects.
7. Provide business solutions through application of technology and/or process to support business needs.
8. Apply project management methodologies to support the design and implementation of complex systems.
9. Design and coordinate the various security controls for application systems and platforms.
10. Maintain application systems documentation.
11. Organize and prepare data for customer analysis.
    Provide guidance and leadership to junior analysts.
12. Direct the installation and upgrades for application and system software and will be the key contact with the vendor.
13. Share responsibility regarding policy and Department Standard Operating Procedure development and compliance.

DUTIES AND RESPONSIBILITIES: (Cont.)

14. Maintain awareness and understanding of industry/technology changes and developments through appropriate training and education.
15. Evaluate and recommend new software products to support user and/or analyst activities.
16. Provide initial and/or follow-up training with respect to system function and usage
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands to reach with hands and arms; and talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to use spreadsheet, word processing and database software in a business environment
2. Ability to organize and present data to end users.
3. Ability to work independently or as a member of a team.
4. Ability to provide user training.
5. Ability to successfully cope with challenging conditions and situations.
6. Ability to communicate effectively with users on a non-technical level while being able to translate user goals into automated processes.
7. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment.
8. Design and develop reporting frameworks, ETL, and data warehouse using Business Intelligence Software.
9. Knowledge of project management.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
14. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:
Applicants please clearly state on the application/resume if you meet these qualifications.
1. Two (2) years of experience as Business Intelligence Analyst with the Cognos Business intelligence toolset.
2. Two (2) years of experience with Microsoft Data Warehousing and Business Intelligence suite of tools (SQL Server, SSIS, SSTS, SSAS) and experience working with industry leading tools such as, SAP SAS Pentaho.

MINIMUM QUALIFICATIONS:
Applicants please clearly state how you meet these qualifications on the application/resume.
1. Bachelor's Degree in Computer Science or closely related field with five (5) years experience providing effective business solutions through the application of Business Intelligence software including development of reporting frameworks, ETL and data warehouse.

ITEMS TO BE SUBMITTED:
Must provide a copy of diploma, license, degree or certification upon employment.

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