

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://Oneida-nsn.gov>



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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Business Intelligence Analyst
POSITION NUMBER: 03127
DEPARTMENT: MIS Applications Services
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: General Manager
RESPONSIBLE TO: Health Information Systems Supervisor
SALARY: E06 \$52,855-\$84,568 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: July 28, 2021
CLOSING DATE: Until Filled
Transfer Deadline: August 4, 2021
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate based on 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 is a business intelligence analysis and design position using multiple database environments such as DB2, Sybase, SQL and Cognos Analytics. 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 assist and act as a support member for the Nations Corporate Performance Reporting solution. The incumbent will provide report design and analysis, code generation, documentation and user training as required. Incumbent will assist in recommending alternatives for making effective business decisions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in problem analysis and resolution support to the corporate business units using analytical tools such as Cognos Analytics, Cognos Framework Manager, Cognos Data Modules, Trifacta, SSIS packages and other analytic reporting solutions.
2. Assist in providing reporting solutions through application of technology, hardware, software, and/or process to support Business Unit needs.
3. Collaborate with business units to understand the business needs and recommend the best solutions to accomplish their business goals and objectives.
4. Provide data and information to management, at all levels, and business units through formal and informal presentations.
5. Assist in problem determination and resolution support for online systems.
6. Assist in developing custom reports, graphs, charts, visualizations, maps, and data extracts based on internal and external data sources.
7. Maintain data connections, data transformations, data integrity, data availability, system availability and reporting schedules.
8. Participate as a member of a project team with guidance from a senior business intelligence analyst.
9. Assist in implementing software upgrades.
10. Support MIS and business units with server and database conversions.
11. Maintain awareness and understanding of industry technology changes and developments through appropriate training and education.
12. Assist in the development of systems standards and Departmental Standard Operating Procedures.

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DUTIES AND RESPONSIBILITIES: (cont.)

13. Assist in the development and maintenance of proper security controls for all the systems and application software. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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 and sit.
2. Occasionally stand, stoop, kneel, crouch, and lift and/or move up to twenty (20) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of a wide range of computer systems software, applications, hardware, networking, and communications.
2. Knowledge of database structures, relationships, joins, unions, exceptions and cardinality.
3. Exposure in developing and deploying SSIS packages and Trifacta to include ETL processing.
4. Ability to exercise independent judgment and work as a team player within MIS or cross-functional business units.
5. Ability to work independently and meet strict timelines.
6. Ability to communicate efficiently and effectively both verbally and in writing
7. Ability to establish and maintain good working relationships with all individuals.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education, training and attend conferences.
10. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
11. Proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
12. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within 30 days of employment and annually thereafter.
13. Must pass a background security check with the Oneida Nation 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 Nations Gaming Division.
14. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management Law 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 a Business Intelligence/Analytics Analyst with IBM Cognos.
2. Two (2) years of experience with MS Data Warehousing and Business Intelligence suite of tools (SQL Server, SSIS, SSAS, SSRS, Business Analytic Reporting tools).
3. Two (2) years of experience in a Healthcare related field with an understanding of Healthcare industry7 Standard codes (ICD,CPT, HL7, LOINC, SNOMED, etc.).

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associate's Degree in Computer Science or related field.
2. Two (2) years' experience in a business intelligence role.
3. Two (2) years' experience programming in SQL.
4. Two (2) years in the following: Working with Cognos, system design and analysis in a business environment using a formal development methodology, project management, experience organizing and presenting data to end users; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**