

University of Virginia Job Summary

Job Code:	Job Title:	Database Report Writing Analyst
UVA Survey Code:	UVA Survey Code Title:	
Pay Band:	Career Path:	Database Administration
FLSA Status:	Management or Individual Contributor:	Individual Contributor

Position Summary: Describe below the primary purpose and function of this job.

Assist in the analysis, planning, creation, and maintenance of moderately complex reports/database projects as scheduled.

Key Roles & Responsibilities: List up to 6 key roles and responsibilities of this job.

1. Maintain existing reports and analyze/evaluate the requirements for new modified reports/databases. Consult with University departments to define reporting needs, and confer with users to gain understanding of needed changes or modifications of existing reports.
2. Create stored procedures and develop complex queries using various joins and sub-queries. Format reports using complex expressions to calculate, group, filter, parameterize, and format the contents of a report.
3. Design and document the general functional requirements and detailed technical specifications for a report/database.
4. Implement reports/database software in an optimal manner to minimize the effect on production and development activities.
5. Consult with and advise vendors and technical groups concerning the continued support of reports and databases.
6. Prepare report management documentation to manage reports library, track project progress and report problems.
- 7.

Expertise: Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have an in-depth understanding of his/her discipline including all required certifications as well as an in-depth understanding of the business environment of a large university system. Incumbent must demonstrate an understanding of the University system, its policies, and its operating procedures. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have good knowledge of established report writing interfaces, programming and relational databases, such as SQL, Crystal and other industry standard report writing tools. Incumbent should have good knowledge of EDI standards, client/server technology, data management practices, logical data design and data modeling. Incumbent must have the ability to interpret logical and physical database diagrams; communicate with and interpret the operational requirements of end-users; investigate and analyze information and draw conclusions.

Problem Solving: Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address complex problems and will use experience and judgment in selecting among authorized procedures. Incumbent seeks assistance when significant deviations are proposed, or when unprecedented problems arise. Incumbent assists senior staff in developing approaches to problem-solving and anticipating issues.

University of Virginia Job Summary

Nature & Area of Impact: To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is felt within the team/department for which the incumbent works and may be felt within multiple, coordinating departments. Work quality, decision-making and long-term project management can affect the productivity of students, faculty and/or staff. Impact of errors can be substantial and/or university-wide.

Interactions / Interpersonal Skills: Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are with fellow team members and coordinating team members, but the incumbent will also have interactions with assigned student, faculty, or staff clients. Incumbent works with external vendors or service providers. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service. Incumbent will train and provide guidance to more junior staff members.

Distinguishing Characteristics

The position typically requires in-depth technical skills as well as in-depth knowledge of the technical discipline, the University, and its business environment. Work is generally varied, with broad assignments and considerable latitude for unreviewed actions/decisions. Works under minimal supervision, and may train, assign tasks, and review the work of lower level employees. Typically assists lower level employees in solving problems.

Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

Minimum Education:	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related disciplines.	Preferred Education:	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
Minimum Experience:	1-3 years	Preferred Experience:	3-5 years

Required Licenses/Certifications: