POSITION DESCRIPTION

POSITION DESCRIPTION	AGENCY/DEPT ID BWC300500

DIVISION OR INSTITUTION Information Technology	UNIT OR OFFICE Enterprise Data Management & Analytics / Business Intelligence	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY) Business Intelligence	SECONDARY TECHNOLOGY (IT ONLY) Statistical Analysis, Reporting & Visualization

POSITION NUMBER 20067047

☒ Reclassification (Data Administration Manager, 67171) ☐ New Position ☐ Update Position Hyperlinked to ☐ Agency [Organizational Tree](#)

USUAL WORKING TITLE OF POSITION Analytics & Business Intelligence Developer	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Org Tree

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type: n/a	Bargaining Unit 14 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00** am   TO: **5:00** pm   *(Core business hours shown.)*

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE: Software Development Specialist 2
JOB CODE: 69942

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under the supervision of the BI Manager receives direction in order to design & perform systems analysis, recommend application solutions &/or tests & corrects programs as it relates to testing & implementation & assists with documentation; reads, writes, extracts & reports from data sources (e.g. databases, transaction files, & real time data streams) using software development tools (e.g. Python, SQL, Tableau, Cognos); works with business personnel to identify & document system software requirements & assists with development, implementation & monitoring IT quality assurance standards & testing; defines problems & develops potential solutions for team engaged in analysis, design, development, testing, documentation, implementation, integration, scheduling, troubleshooting, support, & maintenance of custom BI programs, scripts, & jobs (e.g. reporting, dashboards, process automation, data query, exchange, interface, & transformation) in support of BI tasks & activities (e.g. visualization, statistical analysis, machine learning, generative artificial intelligence, simulation, inference); assists in supporting user acceptance testing (e.g. create detailed test designs & test plans, create & review test data, coordinate execution of test scripts, coordinate debugging efforts & defect tracking, coordinate support of user acceptance testing, coordinate software implementation & deployment tasks, performs performance & load testing).	**Knowledge of:** computer & electronics, oral & written communication tools & techniques, customer support & personal service, state & Ohio Bureau of Workers' Compensation (BWC) policy, procedures & applicable laws*, vision, mission & goals of BWC*, software development principles & methods for design, development, testing & implementation of new or modified software, SQL, Python, Tableau, Cognos, statistical analysis, mathematical principles relative to Business Intelligence (BI), data analytics, & machine learning, Information Technology (IT) principles, methods, & practices, standard software validation tools, technical writing & documentation practices, team leadership, requirements analysis principles & methods, interrelationships of multiple IT specialties; IT lifecycle concepts, statistical analysis, employee development, Snowflake, data modeling, cloud development & implementation environments. **Skill for**: reading comprehension, speaking, service orientation, troubleshooting, critical thinking, complex problem solving, **Ability to**: stay abreast of current technologies in BI & software development, deal with problems involving several variables in familiar context, define problems, collect data, establish facts & draw valid conclusions, use proper research methods in gathering data, prepare meaningful, accurate & concise reports, use statistical analysis. (*) Developed after employment.
25	Summarizes, in writing, information on topics involving database, BI & application information in support of software development; obtains or imparts information from/to business customers & technical staff through discussions (e.g. data structures, data warehouse tools, BI techniques); leads discussions & formal meetings with technical & non-technical personnel on BI software development & related topics; assists higher-level developers in the development of BI training materials & user guides.	Same as above
5	Performs other related duties as necessary: compiles & submits weekly summary reports; communicates activities & status of problem resolution efforts; creates, monitors, resolves, & updates trouble tickets to reflect remediation progress; plans & conducts formal mentorship activities for peers & lower-level staff via verbal instruction & technical documentation.	Same as above

List Position Numbers & Job Titles of Positions Directly Supervised: See Org Tree	SIGNATURE OF AGENCY REPRESENTATIVE	DATE 02/04/2025