<table>
<thead>
<tr>
<th>Job Function</th>
<th>Category</th>
<th>Generic Scope</th>
<th>Custom Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Systems Management</td>
<td>Professional</td>
<td>Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to perform more advanced work following an agreed upon time in position, through defined training and development planning.</td>
<td>Applies data / information management concepts, department / unit and campus / medical center / OP methodologies and procedures to resolve routine data / information management problems. Works on problems of limited scope to provide data / information management support. Follows standard practices and procedures in analyzing situations or data / information from which answers can be readily obtained.</td>
</tr>
<tr>
<td>Data Systems Analyst 1</td>
<td>Non-Exempt</td>
<td>Entry</td>
<td>Under supervision applies professional concepts, department / unit and campus / medical center / OP methodologies and procedures to resolve routine data / information management problems. Works on problems of limited scope to provide data / information management support. Follows standard practices and procedures in analyzing situations or data / information from which answers can be readily obtained.</td>
</tr>
<tr>
<td>Data Systems Analyst 2</td>
<td>Non-Exempt</td>
<td>Intermediate</td>
<td>Applies data / information management concepts, department / unit and campus / medical center / OP methodologies, policies and procedures to resolve a variety of data / information management issues. Works on data / information management problems of moderate scope and complexity where analyses of situations or data require a review of a variety of factors.</td>
</tr>
<tr>
<td>Data Systems Analyst 3</td>
<td>Non-Exempt</td>
<td>Experienced</td>
<td>Applies data / information management concepts, department / unit and campus / medical center / OP methodologies, policies and procedures to resolve a variety of data / information management issues. Works on data / information management problems of moderate scope and complexity where analyses of situations or data require a review of a variety of factors.</td>
</tr>
<tr>
<td>Data Systems Analyst 4</td>
<td>Exempt</td>
<td>Advanced</td>
<td>Applies skills as a seasoned, experienced data / information management professional with full understanding of industry practices and campus / medical center / OP and department methodologies, policies and procedures to resolve complex and wide ranging issues where analyses of situations or data requires a review of a variety of factors. Demonstrates competency in selecting methods and techniques to obtain solutions.</td>
</tr>
<tr>
<td>Data Systems Analyst 5</td>
<td>Exempt</td>
<td>Expert</td>
<td>Having significant experience, applies advanced data / information management concepts and campus / medical center / OP objectives to resolve highly complex issues where analyses of situations, information or data require an in-depth evaluation of variable factors. Selects methods and techniques to obtain desired results.</td>
</tr>
</tbody>
</table>

**Job Title**

- Data Systems Analyst 1
- Data Systems Analyst 2
- Data Systems Analyst 3
- Data Systems Analyst 4
- Data Systems Analyst 5

**FLSA**

- Non-Exempt
- Exempt

**Tracking Code**

- A0452
- A0456
- A0457
- A0458
- A0459

**Program**

- PSS

**Job Summary**

Involves technical acumen for planning, designing, developing, implementing and administering data-based systems that acquire, prepare, store and provide access to data and metadata. Maintains and optimizes systems and migrates data and systems as needed. Ensures integrity and completeness of data and workflow, manages and / or develops data practices, databases and information systems as well as guidelines, dictionaries, registries and / or services. May include interpretation of scientific research data artifacts as well as mediation across science and technology domains and long-term data care. As information architect and data steward, designs systems, data products and / or data production processes while focusing on data curation, data exchange, data security, data integrity and information environments. (Re)evaluates frameworks, strategies, standards and standards-making activities. May involve work with a project-level data repository, a center or an archive.

**FLSA**

- Non-Exempt
- Exempt

**Tracking Code**

- A0452
- A0456
- A0457
- A0458
- A0459

**Program**

- PSS
## Job Family
Information Technology

## Job Function
Data Systems Management

## Category
Professional

### Job Summary
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### Key Resp 01
Performs basic data management responsibilities.

- Performs professional data management concepts and defined data/information management policies and procedures in completing assignments.
- Applies professional and broadly defined business analysis and data/information administration and data use concepts to manage and perform complex assignments.
- Develops full data/information documentation for highly complex small and medium-size projects.

### Key Resp 02
Researches information requirements and standards.

- Researches, gathers and analyzes information requirements from data providers and users and documents them using formal data definition techniques and naming standards.
- Independently analyzes complex information requirements and documents them using formal data definition techniques and naming standards. Gathers, analyzes, prepares and summarizes information from subject matter experts and technical personnel. Researches relevant problem-domain literature and information standards and develops recommendations for data management resource plans including approaches, trends, sources and uses.
- Plans and conducts data analysis efforts for highly complex small and medium-sized projects that may include managing partnerships between multiple institutions. Establishes or maintains information documentation standards such as data naming standards and value domain descriptions. Schedules and conducts analysis sessions. Documents ownership, custody and access requirements for data subject areas.

### Key Resp 03
Prepares simple data models and

- Participates in the preparation of logical models.
- Implements related business processes, Coordinates reviews of data models and Develops enterprise data models at

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<td>Factors. Selects methods, techniques and evaluation criteria to obtain results. Internal and external contacts often pertain to campus/medical center/OP plans and objectives. Is considered a subject matter expert at campus/medical center/OP and often recognized as an expert externally in the field or industry. Develops conceptual and logical data models with campus/medical center/OP-wide, institution-wide and/or discipline-wide scope.</td>
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<td>Key Resp 01</td>
<td>Performs basic data management responsibilities.</td>
<td>Applies professional data management concepts and defined data/information management policies and procedures in completing assignments.</td>
<td>Applies professional and broadly defined business analysis and data/information administration and data use concepts to manage and perform complex assignments.</td>
<td>Develops full data/information documentation for highly complex small and medium-size projects.</td>
<td>Directs, initiates and designs data/information management studies. Prepares recommendations for data/information management and/or resource plans having critical, organization-wide and/or institution-wide impact.</td>
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<tr>
<td>Key Resp 02</td>
<td>Researches information requirements and standards.</td>
<td>Researches, gathers and analyzes information requirements from data providers and users and documents them using formal data definition techniques and naming standards.</td>
<td>Independently analyzes complex information requirements and documents them using formal data definition techniques and naming standards. Gathers, analyzes, prepares and summarizes information from subject matter experts and technical personnel. Researches relevant problem-domain literature and information standards and develops recommendations for data management resource plans including approaches, trends, sources and uses.</td>
<td>Plans and conducts data analysis efforts for highly complex small and medium-sized projects that may include managing partnerships between multiple institutions. Establishes or maintains information documentation standards such as data naming standards and value domain descriptions. Schedules and conducts analysis sessions. Documents ownership, custody and access requirements for data subject areas.</td>
<td>Regularly leads, directs, analyses and prepares recommendations for data management information needs across process domains and academic disciplines. Performs analysis, up to and including the most complex and advanced.</td>
</tr>
<tr>
<td>Key Resp 03</td>
<td>Prepares simple data models and</td>
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<td>Implements related business processes,</td>
<td>Coordinates reviews of data models and</td>
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<td>data models, dimensional data models and schemas for a component of a project.</td>
<td>develops logical data models, dimensional data models and schemas for the scope of a project or a component of a project. Develops data mapping specifications and extract-transform-load (ETL) designs.</td>
<td>data definitions. Develops both conceptual and detailed data models for projects. Develops dimensional models for data subject areas. Creates and manages workflows (including ETL, data curation and others).</td>
<td>several levels of detail. Develops and maintains enterprise dimensional data structures. Specifies processes for maintenance of dimensions and sets of dimensions.</td>
</tr>
</tbody>
</table>

### Key Resp 04

Designs and implements capture of metadata from technical processes such as software design and database management. Assists with implementation of business processes.

**Independently designs information transformation processes. Designs and implements capture of metadata from technical processes such as software design and database management.** Performs complex data management or resource research and studies for a variety of constituents and plans metadata acquisition for sets of unstructured data objects such as collections of images, documents or recordings.

### Key Resp 05

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 06

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 07

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 08

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 09

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 10

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 11

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 12

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 13

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 14

- Bachelor's degree in related area and / or equivalent experience / training.

### Key Resp 15

- Bachelor's degree in related area and / or equivalent experience / training.
**Job Family**: Information Technology  
**Job Function**: Data Systems Management  
**Category**: Professional

**Job Summary**
Involves technical acumen for planning, designing, developing, implementing and administering data-based systems that acquire, prepare, store and provide access to data and metadata. Maintains and optimizes systems and migrates data and systems as needed. Ensures integrity and completeness of data and workflow, manages and / or develops data practices, databases and information systems as well as guidelines, dictionaries, registries and / or services. May include interpretation of scientific research data artifacts as well as mediation across science and technology domains and long-term data care. As information architect and data steward, designs systems, data products and / or data production processes while focusing on data curation, data exchange, data security, data integrity and information environments. (Re)evaluates frameworks, strategies, standards and standards-making activities. May involve work with a project-level data repository, a center or an archive.

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**Spec Cond** 1: Must pass a background check.

| Spec Cond 2 |       |              |             |          |        |
| Spec Cond 3 |       |              |             |          |        |
| Spec Cond 4 |       |              |             |          |        |

**KSA 01**
Understanding of data management operations and database administration, including data modeling, data definition, data conversion and management of content or unstructured information.

Knowledge of data management systems, practices and standards.

Ability to prepare data models unassisted.

Ability to prepare complex data models unassisted.

Ability to prepare models at varying levels of detail, such as broad conceptual and planning models as well as detailed logical designs or dimensional models.

**KSA 02**
Knowledge of relevant rules and regulations.

Knowledge relating to logical data design, data warehouse design, data integration or the management of web content or other unstructured data.

Familiarity with data model patterns in one or more common business or academic domains.

Ability to understand and model complex knowledge-intensive processes such as scholarly and research processes.

Expert skill in logical data design, data integration and the specification of data services.

**KSA 03**
Demonstrated ability to work with others from diverse backgrounds.

Ability to prepare simple data models under guidance of more senior professionals.

Familiarity with logical data design and data mapping or data conversion.

Experience in data integration and the specification of data services.

Demonstrated ability to effectively communicate with executive-level management on a regular basis.

**KSA 04**
Demonstrated effective communication and interpersonal skills.

Familiarity with important types of data models such as logical / relational

Familiarity with data quality and governance issues and requirements.

Proven modeling and information design skills.

Good negotiation and influencing skills.

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**Page 4 of 7**

Last Revised: 26 July 2016
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<tbody>
<tr>
<td>KSA 05</td>
<td>Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.</td>
<td>Intermediate knowledge of relevant rules and regulations. Ability to represent relevant information in abstract models.</td>
</tr>
<tr>
<td>KSA 06</td>
<td>Self-motivated and works independently and as part of a team.</td>
<td>Demonstrated ability to work with others from diverse backgrounds. Thorough knowledge of data management systems, practices and standards.</td>
</tr>
<tr>
<td>KSA 07</td>
<td>Demonstrated problem-solving skills. Able to learn effectively and meet deadlines.</td>
<td>Demonstrated effective communication and interpersonal skills. Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization. Thorough knowledge of relevant rules and regulations.</td>
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<tr>
<td>KSA 08</td>
<td>Demonstrated service orientation skills.</td>
<td>Self-motivated and works independently and as part of a team. Demonstrated ability to work with others from diverse backgrounds. Thorough knowledge of relevant rules and regulations.</td>
</tr>
<tr>
<td>KSA 09</td>
<td>Strong organizational skills.</td>
<td>Demonstrated problem-solving skills. Able to learn effectively and meet deadlines. Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization. Thorough knowledge of relevant rules and regulations. Self-motivated and works independently and as part of a team. Demonstrates problem-solving skills. Able to learn effectively and meet deadlines. Strong organizational skills.</td>
</tr>
<tr>
<td>KSA 10</td>
<td>Strong analytical and design skills, including the ability to abstract information requirements from real-world processes to understand information flows in computer systems.</td>
<td>Demonstrated service orientation skills. Self-motivated and works independently and as part of a team. Demonstrated ability to work with others from diverse backgrounds. Demonstrating effective communication and interpersonal skills. Demonstrated service orientation skills.</td>
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<tr>
<td>KSA 11</td>
<td>Ability to represent relevant</td>
<td>Strong organizational skills. Demonstrated strong problem-solving</td>
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<td>information in abstract models. Critical thinking skills and attention to detail.</td>
<td>skills. Able to learn effectively and meet deadlines.</td>
<td>technical information to technical and non-technical personnel at various levels in the organization.</td>
<td>including the ability to abstract information requirements from real-world processes to understand information flows in computer systems.</td>
</tr>
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</table>

**KSA 12**

- Strong analytical and design skills, including the ability to abstract information requirements from real-world processes to understand information flows in computer systems.
- Strong organizational skills.
- Self-motivated and works independently and as part of a team. Strong organizational skills.
- Ability to represent relevant information in abstract models. Critical thinking skills and attention to detail.

**KSA 13**

- Ability to represent relevant information in abstract models. Critical thinking skills and attention to detail.
- Strong analytical and design skills, including the ability to abstract information requirements from real-world processes to understand information flows in computer systems.
- Demonstrated advanced problem-solving skills. Able to learn effectively and meet deadlines.

**KSA 14**

- Ability to represent relevant information in abstract models. Critical thinking skills and attention to detail.
- Advanced analytical and design skills, including the ability to abstract information requirements from real-world processes to understand information flows in computer systems.

**KSA 15**

- Ability to represent relevant information in abstract models. Critical thinking skills and attention to detail.

**Environment**

- Campus, medical center or other university setting and various external venues.
- Campus, medical center or other university setting and various external venues.
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**Career Path 1**

- Data Systems Anl 2
- Data Systems Anl 3
- Data Systems Anl 4
- Data Systems Anl 5
- Information Technology > Data Systems Management > Supervisory and Management

**Career Path 2**

- Data Systems Anl 4
- Data Systems Anl 5
- Information Technology > IT Architecture > Professional
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| Last Revised: 26 July 2016 |