

## Job Description/Specification

<b>Identification:</b>	J0263	<b>TFEU/BCTF Joint Salary Committee Decisions</b>
<b>JOB/POSITION TITLE:</b>	Senior Data Analyst	<b>FORMER TITLE/DEPARTMENT:</b> New Position
<b>DIVISION/DEPARTMENT:</b>	<b>FAS/Member Records and Fees</b>	<b>PAY GRADE:</b> 6
<b>SUPERVISOR'S TITLE:</b>	Data Manager, FAS	<b>DATE APPROVED:</b> June 20, 2023

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### Function and purpose (a)

As a member of the Member Records Department, the Senior Data Analyst, Member Records collects, prepares, cleans, validates, and analyzes BCTF membership data to meet the Federation's governance requirements, provides reports and analysis as required and assists with maintenance, design, and changes to the architecture of databases and systems to continuously meet the Federation's needs. The Senior Data Analyst also provides technical support to the Fees Analysts in the Member Records Department. The Senior Data Analyst acts as the backup to the Manager of Member Data.

### Principal duties and responsibilities (a)

1. Performs the technical lead role in processing member data in the Member Records databases and systems and assisting in the administration of data in the membership database
  - Acts as a subject matter expert (SME) in BCTF member data Extract, Transform, and Load (ETL) process.
  - Liaises with district staff, local officers and BCTF staff to correct data errors.
  - Provides technical assistance and direction to Fees Analysts for the purposes of resolving complex validation issues.
  - Assists in the co-ordination, storage, security, retrieval, maintenance of all records, conducts audits to remove inactive records.
  - Researches, evaluates, and recommends changes in systems and procedures, and assists in their design and implementation.
  - Assists in the maintenance and technical development of effective control systems to ensure that the dissemination of membership information is made only within previously established policies and procedures.
  - Assists the Manager, Member Data to liaise with outside service-providers and IT staff to ensure the optimal performance of the membership system and the implementation of system upgrades and enhancements.

2. Performs data analysis and reporting in Member Records databases and systems:
  - Prepares reports required to support BCTF governance reporting.
  - Creates system searches and exception reports for voting, mailing, local counts, and grant purposes and upon request, extracts, compiles and analyzes information.
  - Performs ad hoc data analysis, including interpretation, as required.
  - Performs analysis of membership fees to ensure data received is materially correct.
  - Performs complex analysis to correct invalid information and/or determine significant differences in data and information stored.
  - Responds to ad hoc data queries with a wide range of complexity (potentially requiring data mining, statistical analysis, predictive analytics, and other data analytics techniques).
3. Data visualizations and reporting:
  - Develops data visualizations to communicate trends and data patterns to present to internal and external audiences to support decision-making.
  - Co-ordinates with the Manager, Member Data to align data collection with effective reporting and analytics practices.
  - Promotes an informed organization and teams, through actionable data such as automated and intuitive dashboards and reporting tools.
  - Analyzes and explores data to meet the ongoing and emerging needs of the Federation's membership.
  - Collaborates across divisions to identify analytical needs and further the Federation's ability to apply data findings to service delivery and decision making.
4. General
  - Assists in the development and implementation of a multi-year technology plan to facilitate the management of membership data and systems.
  - Acts a technical resource for other Member Records staff.
  - Provides technical direction and training as required to BCTF staff and local offices on membership system methods and procedures.
  - Performs other related duties as requested by the Manager of Member Data.

## **JOB REQUIREMENTS**

**This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.**

### **Experience (b)**

- More than five years' accumulated software-development experience using technology to analyze collecting, preparing, storing and creating electronic data.
- Two or more years' experience with data analysis, data management, and database design.
- Two or more years' experience with leading business intelligence tools such as Power BI or Tableau to solve problems and focus on value when communicating data.
- Two or more years' data analytics experience including executive dashboard creation and data visualization.
- Strong analytics skills, with a proven ability to solve logical challenges and synthesize data to develop meaningful insight.
- Strong technical skills (i.e., an in-depth knowledge of a range of word processing, spreadsheet, and database software and experience utilizing report writing tools).
- Demonstrated ability to clearly communicate analytical concepts and findings to non-technical audiences.

### **Education and training (c)**

A university degree in Computer Science or Management Information Systems.

### **Licences and certificates (c)**

Certification or designations appropriate to the role and the technologies of the Member Records Department, such as data science or data architect.

### **Environment (g)**

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

## **JOB CHARACTERISTICS**

**This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.**

### **Contacts and relationships (d)**

Information given to or received from a member is confidential and care must be continuously exercised to maintain that confidentiality and to ensure compliance with the British Columbia *Personal Information Protection Act*. Courtesy, tact, sensitivity, and diplomacy are required in dealing with BCTF members.

Contacts and relationships with all levels of Federation staff are required to transmit or exchange information, to explain or clarify information, as well as influence outcomes.

External contacts include BCTF members (i.e., past, new, active, potential), secretary-treasurers, and payroll/personnel officers in each school district and other organizations that require clarification, exchange, or explanation of information provided to ensure understanding.

### **Machines, equipment, and work aids used**

Computer terminal and printer, telephone, fax, e-mail, voicemail, photocopier, label printer, and a wide variety of software systems (i.e., Microsoft suite), *BCTF Members' Guide* and Federation policies and procedures, *BCTF Administrative Guide to Membership and Fees* and the *UnionWare Business Rules*.

### **Positions supervised (e)**

None.

### **Physical and/or mental effort (f)**

This position is subject to the continual stress of processing large volumes of work requiring a high degree of accuracy under the pressure of critical deadlines and while constantly being interrupted by incoming calls and/or Federation staff. Mental fatigue, eyestrain, body aches, and stiffness from lengthy periods on concentration on figures and images.

### **Working conditions (g)**

This position involves exposure to video display screen glare when operating a computer terminal. Overtime may be required to handle heavy workloads during peak periods.