Analytics & Reporting Programmer/Analyst
Information Technology Services

Position Summary

The Analytics & Reporting Programmer/Analyst is a member of the Institutional Information Systems Group (ISG) of ITS that supports the Occidental College community’s access to and use of institutional information. Working with the Assistant Director of Institutional Analytics & Reporting and cross-functional teams, this position will analyze, develop, and implement complex computer applications and databases to meet users’ operational and analytical reporting needs; document and maintain specified areas of application software; coordinate execution of new projects; and act as a resource to campus constituents. The position augments the decision support capability offered through ITS.

Essential Functions

❖ Conducts business process review and analysis; implements business process improvement to streamline services, create efficiencies; and facilitates continuous technology improvement.
❖ Interprets users’ business needs and translates them into application and operational requirements.
❖ Configures information systems to support and enhance business processes.
❖ Designs and develops operational and statistical dashboards/reports using Argos to query and extract data from large databases. Produces data reports from complex data sets with optimization in mind.
❖ Designs and develops database objects (datamarts, functions, views, tables, packages, etc.) using PL/SQL to support reporting needs.
❖ Works with management and end-users to define reporting and business analysis needs and to develop appropriate information access strategies.
❖ Evaluates the technical needs of the departments across campus and delivers practical and innovative solutions to software challenges.
❖ Provides systems analysis for Ellucian’s Banner ERP and other administrative applications, often spanning multiple functional areas.
❖ Works independently to understand the technical operation of a wide variety of software and services.
❖ Performs complex analytical and technical work in relation to various computer applications, databases, websites, and systems.
❖ Conducts user training and workshops.
❖ Other duties as assigned.
**Required Qualifications:**

- A baccalaureate degree and three years’ experience working in a software development environment, or an appropriate combination of training, work experience, and skills.
- 3+ years of experience writing complex SQL.
- 3+ years of experience in designing, developing, and tuning Oracle PL/SQL (packages, procedures, functions, and triggers).
- Experience with SQL Developer and SQL Loader.
- Proficient with report writing and data mining techniques using SQL, PL/SQL, and ETL processes.
- Strong knowledge of Oracle database fundamentals and relational database concepts.
- Effectively and independently recommend, document, communicate, implement, and maintain improvements in processes, procedures, and operations.
- Knowledge of software lifecycle, including design, testing, and implementation techniques.
- Excellent troubleshooting and analytical problem-solving skills.
- Demonstrated skills in verbal communication and technical writing, as well as the ability to explain technical subjects to non-technical audiences.
- Ability to use effective interpersonal and communications skills, including tact and diplomacy, while forging strong working relationships with IT professionals and end-users.
- Strong organizational skills and the ability to work both independently and in teams on small- and large-scale projects in a fast-paced, multi-tasking environment.
- Must have a collaborative spirit and the ability to contribute meaningfully to group discussions and work within a high performing team to create innovative solutions to complex problems.
- Testing, debugging, and documenting software programs. Maintaining and modifying existing software applications.
- Must remain abreast of current security and data protection standards and compliance.
- Ability to maintain confidentiality of work-related information and materials.

**Desired Qualifications:**

- Experience with Enterprise Resource Planning systems with an Oracle back-end database (*e.g.* Ellucian Banner or PeopleSoft) or educational software applications such as Student, Finance, Advancement, or Human Resources systems.
- Performing upgrades to administrative database and software applications such as PowerFAIDS, Mainsaver, Kronos, and Resource25.
- Experience with Cognos, Argos, or Crystal Reports.
- Experience working in a higher education setting.
- **Demonstrates Initiative:** Works proactively to identify deficiencies, and to recommend and/or implement the necessary solutions, methods, procedures, or projects to correct them.
❖ **Action Oriented**: Works diligently and exudes a high level of energy, thinks quickly on one’s feet, makes things happen, maximizes spontaneous opportunities and eagerly pursues new challenges.

❖ **Analytical**: Works to understand a complex situation, issue or problem by breaking it down into manageable pieces. Uses a step-by-step approach to evaluate consequences and implications.

❖ **Problem Solving**: Analyzes interrelated elements of problems and works systematically to solve them; uses sound judgment to develop efficient and feasible resolutions to challenging issues.

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**Application Instructions**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

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**Additional Information**

*Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.*

*Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit [https://www.oxy.edu/offices-services/human-resources/benefits-information](https://www.oxy.edu/offices-services/human-resources/benefits-information).*

*All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.*

*Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@oxy.edu)).*
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.