

Colorado Housing and Finance Authority
INTERNAL/EXTERNAL POSTING-VACANCY ANNOUNCEMENT

Position:	Business Intelligence (BI) Analyst
Division:	Marketing and Strategic Development
Nature of Position:	<p>The Business Intelligence Analyst will be an expert in CHFA’s multi-faceted, complex business model by partnering with CHFA executives and managers to transform data into useful information and provide valuable insight to support strategic business initiatives that are tracked by CHFA’s Key Performance Indicators (KPI’s) as well as CHFA operational metrics. This person will work closely with the business units to interpret their needs and act as liaison with IT team in the identification of requirements and participate in the development and implementation of BI solutions. This individual is responsible for developing representations of key performance indicators, standard and executive reporting, multi-layered analysis and ad hoc reporting. The BI Analyst is a key participant in a cross-functional CHFA BI team that is working to establish agreed upon business definitions of key terms, prioritizing requests for BI projects, and developing new business procedures to ensure data integrity. This person will respond to information requests from CHFA executives and others that will require advanced analytics that should provide significant business insight.</p>
Essential Functions:	<ul style="list-style-type: none"> • Understand business processes within CHFA • Analyze business information requirements • Respond to information requests by CHFA’s board, third-party regulatory agencies and CHFA Senior Management Team • Create polished, easily consumable information presented in a clear, visual manner • Perform data-mining for advanced strategic and predictive analytics. • Conduct interviews and gather requirements in facilitated sessions to identify strategic, operational and tactical requirements • Lead requirements sessions to determine needs for reports, advanced analytics, as well as data quality improvement efforts • Collaborate with BI Core Team and business to establish agreed upon business terms and definitions • Document requirements for key performance indicators, reports and dashboards. • Recommend appropriate scope of requirements and priorities • Work with architects to translate requirements into technical specifications • Test new BI solutions to validate business requirements • Coordinate demo’s / prototype review and gather feedback • Educate users on BI and data warehousing capabilities • Design training sessions and develop training materials • Plan and secure acceptance test sign-off from the business • Assist CHFA employees in finding the right information • Communicate information needed to drive business process re-engineering as needed • Acts as a liaison with IT developers on BI projects

<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Demonstrated ability to explore, develop and evaluate programs from the standpoint of CHFA’s public purpose and business objectives. • Understanding of business process and the ability to understand IT systems. • Demonstrated understanding of data warehousing concepts and practices. • Possesses a project oriented approach to delivering BI in incremental phases. • Proven ability in analyzing, designing, and creating requirements for medium-sized business intelligence projects • Capable of multi-dimensional analysis and data-mining to form new conclusions and insights. • Excellent communication, presentation and organizational skills are required to train key staff in understanding and analyzing results. • Ability to make recommendations as needed for the business leaders to take action to improve business processes and/or make better decisions.
<p>Equipment Used</p>	<p>Ability to use a personal computer and telephone, with or without assisting devices.</p>
<p>Experience/Education</p>	<ul style="list-style-type: none"> • Bachelor’s Degree in Business Administration or a related field required. (Equivalent work experience may be substituted for degree requirements). • A minimum of five (5) years previous work experience in eliciting requirements and delivering medium-sized business intelligence projects • Business Analyst or BI certifications preferable, but not required. • Familiarity with using Microsoft Sharepoint for BI team project collaboration • Experience with advanced data analysis tools like SPSS • Familiarity in using geo-coding software for mapping demographic data
<p>Send Resumes to:</p>	<p>Human Resources (Refer to Job #27_09) Colorado Housing and Finance Authority 1981 Blake Street Denver CO 80202 Fax: 303-297-0570 OR E-mail: resumes@chfainfo.com</p>

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