



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
BI Reporting Analyst		7/15/2026
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Classified	12-Months	
Normal Position Work Dates	FLSA	
07/01 - 06/30 (12 Months)	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0	Research Analyst	
Department/Division	Work Location	
University Computing Solutions	Monmouth Campus	
Reports to	Position Number	
Banner Integrations and Solutions Manager	E99902	
Incumbent	Reports to Position Number	
Vacant	E99806	

SUMMARY
Please provide brief summary of the position.
This position is responsible for analysis and report writing to serve the needs of the institution. Respond to data/report requests with timely communication and business process analysis. Assist with data analysis, ranging from quality to predictive modeling. Documentation of data standards, definitions, and catalog. Works closely with Business Intelligence (BI) team members to develop and contribute to strategies and best practices in maintaining a comprehensive, reliable, and supportable data infrastructure.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
40%	Report writing Support and utilize the enterprise reporting tools and data warehouse. Design and develop reports to meet institutional data needs. Maintain, troubleshoot, and update existing reports. Coordinate with data owners and stewards to validate report results. Monitor and respond to new data and report requests. Participate with BI team in developing report standards and best practices.	Essential



30%	Business process and value chain analysis Collaborate with functional areas, subject matter experts, and campus stakeholders to understand and define business requirements. Translate operational challenges into supportable solutions. Recommend business process improvements.	Essential
15%	Technical writing Catalog and document data definitions and standards. Document workflows, flowcharts, and analysis in a clear and reproducible manner. Support transparency, knowledge transfer, and long-term maintainability of institutional data.	Essential
10%	Data analysis Analysis of data from various and complex sources. Assists in data integrity and quality review and reporting. Troubleshoot data issues.	Incidental
5%	Other duties as assigned.	Incidental

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	☒	☐	
Associate degree (A.S., A.A.) or two- year technical certificate	☒	☐	Computer Science or related discipline AND two (2) years of directly related experience
Bachelor's degree	☐	☒	Computer Science or related discipline OR four (4) years directly related experience.
Master's degree	☐	☒	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	☐	☐	
Other (explain)	☐	☐	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Data query languages	6-12 Months	1-2 Years	SQL, PL/SQL,



			Python, Perl, PHP, Javascript, JQuery
Databases	6-12 Months	1-2 Years	Oracle, DB2, MariaDB
Statistical analysis software	6-12 Months	1-2 Years	R, SAS, SPSS, Stata
Data visualization software	6-12 Months	1-2 Years	PowerBI, Tableau
Business analysis	6-12 Months	1-2 Years	
Technical writing	6-12 Months	1-2 Years	

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Communication	☒	☐	
Customer service	☒	☐	
Organization	☒	☐	
Time management	☒	☐	
Problem solving	☒	☐	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
☐ None			
Driver's license	☐	☐	
Eligibility for Professional license, registration or certification	☐	☐	
Professional license	☐	☐	
Registration	☐	☐	
Certification	☐	☒	Project management or change management certifications

SUPERVISION

Check the box next to each supervision level utilized by this position.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	☒
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	☐
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	☐



Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	☐
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	☐
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	☐

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	☐
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Guideline Driven
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	None
Fiscal Responsibilities:	None



Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work

Functions* (check all that apply)

- | | |
|--|--|
| ☐ Balancing | ☐ Carrying |
| ☐ Climbing | ☐ Crawling |
| ☐ Crouching/ Stooping | ☐ Driving |
| ☐ Feeling/Handling | ☒ Keyboarding/Computer Use |
| ☐ Personal Protective Equipment | ☐ Pulling/Pushing |
| ☐ Reaching | ☒ Regular interaction with customers |
| ☐ Repetitive movement | ☒ Sitting |
| ☐ Speaking | ☐ Specific Work Schedule |
| ☐ Squatting | ☐ Standing |
| ☒ Telephone Use | ☐ Twisting/Bending |
| ☐ Walking/Running | ☐ Writing |

Typical Working Environment and

Hazards* (check all that apply)

- | | |
|---|--|
| ☒ Normal office environment | ☐ Animals/Wildlife |
| ☐ Chemicals | ☐ Confined Spaces |
| ☐ Darkness/Poor Lighting | ☐ Dust/Fumes |
| ☐ Electrical Hazards | ☐ Explosives |
| ☐ Fire Hazards | ☐ Heights |
| ☐ Human-Source Material (e.g., blood) | ☐ Indoor Temp Extremes (Heat/Cold) |
| ☐ Moving machinery/Heavy Equipment | ☒ Near-Continuous Use of Video Display |
| ☐ Noise | ☐ Pathogens |
| ☐ Potential Combative Work Environment | ☐ Radiation |
| ☐ Traffic | ☐ Vibration |
| ☐ Weather Extremes | |

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%



Work Schedule (if not typical or specified)

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date		
Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed			
NOTES:			