

**JOB ANNOUNCEMENT**

**Posting Date:** 08/19/2024  
**Position:** Business Intelligence Analyst  
**Supervisor:** Vice President of IS  
**Location:** Hybrid/Remote

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**Job Summary:**

A Business Intelligence (BI) Analyst will collect, analyze, and present data to help Delta Dental of Tennessee make better long-term decisions. The ideal candidate will have a strong analytical mindset, excellent problem-solving skills, and the ability to communicate complex data findings in a clear and concise manner.

**Primary Job Responsibilities:**

Create and execute Extract, Transform, Load (ETL) processes from various sources which populate data models and troubleshoot issues as they arise.

Perform data quality checks and identify data issues.

Create dashboards, reports and visualizations to communicate insights and recommendations.

Collaborate with stakeholders across departments to understand their data needs and objectives to deliver solutions aligned with organizational goals.

Identify opportunities for process improvements and recommend solutions to enhance data analysis and reporting capabilities.

Document solutions and maintain information libraries and data dictionaries to ensure consistent and consistent outcomes and deliverables.

Other related assigned duties as necessary to complete the Primary Job Responsibilities as described above.

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**Minimum Qualifications:**

SQL, SSRS, Oracle, Tableau, Power BI, Looker and/or other industry standard data visualization and reporting tools.

Data analysis and modeling techniques.

Strong written and verbal communication skills; can articulate complex concepts to non-technical audiences.

Problem-solving and critical thinking skills.

Relevant bachelor's degree, certifications, or equivalent work.

Position requires adherence to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.

**Disclaimer**

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.

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If you are interested in this position and possess the qualifications required, please complete this form and an Employee Application and submit both to Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”

“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.”