

## **CLASS TITLE: ETL DEVELOPER I**

**PURPOSE OF THE CLASSIFICATION:** Under direction uses extract, transform, and load (ETL) methodologies to take data from one database to another during a conversion or for use in a data warehouse, and other related assigned duties.

### **ESSENTIAL TASKS:**

- Develops, tests and implements ETL jobs for warehouse, conversion, or other usage
- Develops and deploys ETL job workflows with reliable error/exception handling and rollback framework
- Supports operation and expansion of data warehouse and reporting environments
- Adapts ETL code to accommodate changes in source data and new business requirements
- Documents the ETL detailed design and test results and ensures data quality throughout entire ETL process
- Manages automation of file processing as well as all ETL Processes within a job workflow
- Collaborates with subject matter experts, department leaders and consultants to define and execute cross-functional data movements
- Develops technical understanding of how the data flows from file to database, database to database, database to file and file to file
- Analyzes and translate functional specifications and change requests into technical specifications
- Promotes and enforces RDMS architectural principals, standards and processes via governance practices
- Establishes and maintains change control policies, procedures, and documentation for all data interfaces
- Must report to work on a regular and timely basis

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, mathematics, statistics, business administration, or other related fields; and three (3) years of progressively responsible experience in systems analysis and/or application or ETL development; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and techniques used in systems analysis and related maintenance procedures; comprehensive knowledge of Structured Query Language (SQL), MS SQL Server DBMS, MS SSIS, MS SSRS, and Oracle DBMS and PL/SQL; and considerable knowledge of data processing concepts and techniques. Ability to independently recognize, analyze and solve system and database problems immediately; ability to use standard SQL and write SQL procedural scripts to query tables; ability to communicate effectively both verbally and in writing; ability to successfully use a graphical user interface, telephone, and pager.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and may require some travel to various City locations.

Class Code: 3573

EEO Code: N-03

Pay Code: IT-36

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: October 9, 2017