Business Intelligence Specialist  
(IT Data Management -Journey)

**Posting Date:** June 7, 2023  
**Closing Date:** Open until filled. *Applicants are encouraged to apply as soon as possible as the review process will begin June 23, 2023*  
**Salary:** $6,672 to $8,973 per month, depending on qualifications. (Range 06IT). (The high end of the salary range, Step M, is typically a longevity step.)  
**Location:** 1000 2nd Ave., Suite 2700, Seattle, WA

Our office is located in downtown Seattle’s Financial District on 2nd Avenue and Spring Street and is within walking distance of Pike Place Market and Seattle’s scenic waterfront.

**In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being located in King County.**

The Washington State Housing Finance Commission is currently recruiting for a full-time Business Intelligence Specialist to strategically design and implement Business Intelligence (BI) software and systems, including integrating databases and data warehouses. This includes selecting, blueprinting, gathering requirements, designing, and rolling out BI solutions to end users. The Business Intelligence Specialist also ensures high BI availability through support functions and in-depth testing and ensures that all corporate records are stored electronically in a manner that complies with all applicable laws and industry regulations. This includes ensuring that the storage of these records is such that the information contained therein is highly secure and readily accessible to authorized persons. They will also use their excellent records-keeping expertise and organizational skills to develop standards and procedures for records maintenance across the organization. A clear understanding of imaging and publishing tools is required for this role.

The Information Technology unit is a part of the Administration division within the Washington State Housing Finance Commission. The Administration Division provides leadership in developing statewide housing policy and directs the implementation of the Commission’s programs. The information Technology unit works to support the commission staff in accomplishing the commission’s goals and objectives. This position is one of four positions within the Information Technology unit responsible for all commission business systems, including Homebase, Navision, and Emphasys.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.
Who we are

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state’s credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Principal Responsibilities

• Direct, organize, and lead projects implementing and using new BI software tools and systems.
• Led the integration efforts for merging BI platforms with enterprise systems and applications.
• Develop the semantic layer, metadata, reports, and report definitions.
• Assist in the design of databases and data warehouses to ensure interoperability with BI solutions.
• Analyze user requirements and based on findings, design functional specifications
• Act as an evangelist for BI benefits across the organization; promote BI usage to relevant departments.
• Prepare a long-term plan for electronic records management based on business goals, including standards and guidelines.
• Develop and implement policies and procedures for standardizing records management throughout the enterprise.
• Work with legal counsel to evaluate and create strategies for complying with public records requests in accordance with established and emerging government regulations regarding records storage and maintenance.
• Create and implement strategies for records storage, security, longevity, and ongoing preservation.
• Develop and implement plans for integrating electronic records with intranets, extranets, portals, document repositories, content management systems, etc.
• Develop policies and standards for ensuring that all records generated electronically are coherently uniform in structure and appearance.
• Develop and implement standards and guidelines for acquiring and appropriately using electronic records management tools and resources.
• Manage all existing, corporately owned electronic records for secure storage in compliance with the law.
• Assess the compatibility of electronic record formats with statutory regulations; propose changes where necessary.
• Formulate and execute plans for records retention and disposal, including business documents, financial statements, and any other collateral classified as a record of business transactions.

Required Qualifications

• Two years of Information Technology experience in analyzing, designing, installing, and/or maintaining computer software applications. Providing customer and technical support in Information Technology.
• Two years of demonstrated experience configuring and maintaining Customer Relationship Management (CRM) or Software As A Service (SAAS) applications.
• Two years of demonstrated experience with Electronic Content Management Systems (Laserfiche).
• Experience with Public Information requests and using platforms to manage them.
Desirable Qualifications

- Comprehensive data warehouse analysis and design experience, with full knowledge of data warehouse methodologies and data modeling.
- Experience with tier-one applications, databases, and data warehouses, such as MS SQL Server, Crystal, Power BI, and Laserfiche.
- Strong ability to analyze user requirements and build front-end BI applications according to specifications.
- Strong understanding of relational database structures, theories, principles, and practices.
- Full project management and development life cycle experience.
- Experience with database design applications.
- Experience with data processing flowcharting techniques.
- Working knowledge of archiving and publishing tools.
- Hands-on experience with content storage servers and various database platforms.
- Understanding of business, marketing, and customer service principles.
- Some experience with computer graphics and multimedia design.
- Understanding of basic project management principles.
- Excellent knowledge of applicable data privacy practices and laws.
- Strong understanding of the organization’s goals and objectives.
- Good knowledge of applicable data privacy practices and laws.

Benefits

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 12 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (our preferred method), fax or postal service to:

Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 2nd Ave., Suite 2700
Seattle, WA  98104

Voice/Message: (206) 287-4402 OR 1-800-767-HOME
Fax: (206) 587-5113
E-mail: Cindy.felker@wshfc.org
Web Site: http://www.wshfc.org

Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled; however, the review process will begin June 23, 2023.

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.
To qualify and receive veteran’s preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.