MILWAUKEE COUNTY
JOB EVALUATION QUESTIONNAIRE

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **_Note:_** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).

2. To complete the questionnaire, please type and/or select your responses.

3. If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION

Department (High Org):	1160		Division (Low Org):	1164
Contact for this Study	Name: Jaci Bobo		Email: Jacqueline.bobo@milwaukeecountywi.gov	
	Title: IT Director, Business Applications		Phone: 414-278-7861	
Current Job Title:	**Data Architect**		**Current Job Code:**	
Health Screen Level:			**Background Check Level:**	
Job Reports To:	Title: IT Manager - Applications			
Request Type:	☐ Establish New ☒ Review ☐ Reclassification ☐ Reallocation ☐ Update Description ☐ Other, Specify			

B. JUSTIFICATION STATEMENT

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
IT and how County Departments use IT has drastically changed over the years, IMSD's organizational structure, roles and responsibilities must change to promote efficient, effective, and secure use of the County's technology. We also have a specific need to add experience and depth to the team for this new role.

C. ABOUT THE JOB

Job Status:	☒ Regular Full-Time	☐ Regular Part-Time	☐ Seasonal	☐ Contract
Shift:	☒ Day	☐ Evening	☐ Night	☐ Other:
Hours Per Week:	☒ >40 Hours	☐ 32-40 Hours	☐ 20-32 Hours	☐ <20 Hours
Travel:	☒ Yes ☐ No If Yes, % Travel			
Will This Job Supervise/Manage?		☐ Supervise ☐ Manage # of Direct Reports:		☒ N/A
Fiscal Responsibility: Responsible for annual operating budget for department(s)/division(s)?		☐ Yes ☒ No If yes, please provide total amount?		

D. JOB SUMMARY:

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing **What** the job is, **What** its major objective is, and **Why** does it exist.
The Data Architect has overall responsible for assessing requirements and defining the strategy, technical architecture, implementation plan, and delivery of data warehouse projects for major organizations at the senior level. The Data Architect must have prior experience leading successful data warehousing implementation as well as a broad background and experience with IT application development. The Data Architect is responsible for establishing the long-term strategy and technical architecture as well as the short-term scope for multi-phased data warehouse effort. This position must have strong professional consulting skills and the ability to communicate well at all levels of the organization.

E. ESSENTIAL DUTIES/RESPONSIBILITES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that someone not familiar with this kind of work can understand it. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest **10%**). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

1.	☐ Original ☒ New	**Job Duty:** Define data strategy through key business drivers for the data warehouse program	**% of Time:** 20
	Descriptive:	Responsible for defining and implementing the technology strategy across Analytics, Big Data, and Cloud platforms, will research and bring current industry trends to the table, evaluating them for both risk and fit to business requirements.	
2.	☐ Original ☒ New	**Job Duty:** Define, develop, and deliver program scope that directly supports the key business drivers	**% of Time:** 20
	Descriptive:	Design, deliver, and document multi-platform architecture with a focus on architectural standards, growth, performance, flexibility, reliability, scalability, and security. Identify architectural risks and plans to mitigate.	
3.	☐ Original ☒ New	**Job Duty:** Define the overall data warehouse architecture (e.g., ETL process, ODS, EDS, data marts)	**% of Time:** 10
	Descriptive:	Lead innovation by exploring, investigating, recommending, benchmarking and implementing data centric technologies for the platform. Be the technical architect and point person for data platforms.	
4.	☐ Original ☒ New	**Job Duty:** Define technical requirements, technical data architecture for the data warehouse	**% of Time:** 10
	Descriptive:	Will architect reliable and scalable data platforms, provide standard interfaces to query and support analytics for our big security related data sets that is transparent, efficient and easy to access as possible by our varied applications.	
5.	☐ Original ☒ New	**Job Duty:** Recommend/select data warehouse technologies (e.g. ETL, DBMS, Data Quality, BI)	**% of Time:** 10
	Descriptive:	Works on unusually complex technical problems and provides solutions which are highly innovative. Determines and pursues courses of action necessary to obtain desired results.	
6.	☐ Original ☒ New	**Job Duty:** Generate executive level support for the data warehouse initiative & direct the discovery process	**% of Time:** 10
	Descriptive:	Provide insight and technology recommendations that result in enterprise solutions that solve criticize business problems.	
7.	☐ Original ☒ New	**Job Duty:** Design and direct the ETL process, including data quality and testing	**% of Time:** 10
	Descriptive:	Provide insight and technology recommendations that result in enterprise solutions that solve criticize business problems.	
8.	☐ Original ☐ New	**Job Duty:** Design and direct the information access, delivery effort, and implementation of security requirements for the data program	**% of Time:** 10
	Descriptive:	Be the technical architect and point person for data platforms.	
9.	☐ Original ☐ New	**Job Duty:**	**% of Time:**
	Descriptive:		
10.	☐ Original ☐ New	**Job Duty:**	**% of Time:**

	Descriptive:

F. EQUIPMENT, TOOLS & MATERIALS, PERSONAL COMPUTERS, SOFTWARE

Please list all equipment, tools or materials required to perform the job along with the frequency.	Frequency			Type of Equipment
	Daily	Weekly	Monthly	
1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc.)			X	County vehicle
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)	X			Personal computers and cell phones
		List License Types: (Preferred)		
4. Personal vehicle required?	☐ Yes ☒ No			

5. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job:

Basic	Intermediate	Advanced	
☐	☒	☐	Knowledge of all related computer and software applications, such as word processing and spreadsheets.
☐	☐	☒	Other: Knowledge of data technologies
☐	☐	☐	Other:
☐	☐	☐	Other:

G. JOB COMPETENCIES

Internal/External Contacts: Please select all that apply.
☒ Exchange of basic information with internal and/or external contacts.
☒ Maintain sensitive or confidential information.
☒ Explain and gather information, answer queries, or provide assistance to internal and/or external contacts.
☒ Persuade, conform or recommend course of action with internal and/or external contacts.
☒ Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
☒ Maintain a continuing working relationship that can have a significant effect on the success of the organization.

Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply.
☒ Read, write and comprehend simple instructions, reports, short correspondence and memos.
☒ Speak effectively before both internal and/or external groups.
☒ Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
☒ Prepare and/or present written communications that pertain to controversial and complex topics.

Decision-Making: Please select <u>only one</u> of the following:
☐ Makes minimal decision-making responsibility.
☐ Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.
☒ Makes decisions of responsibility and final results that affect more than one department or a department with multiple units; substantial analysis is required and many factors must be weighed before a decision can be reached.
☐ Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.

Complexity, Judgment and Problem Solving: Please select all that apply.
☒ Understand and follow instructions.
☒ Execute decisions within limits of standard policy and procedures.
☒ Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
☒ Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent.
☐ Act independently in the formulation and administration of policies and programs for major departments or functions.

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

PHYSICAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Standing	☐	☐	☒	☐	☐
Walking	☐	☐	☒	☐	☐
Running	☐	☐	☒	☐	☐
Sitting	☐	☐	☐	☒	☐
Reaching	☐	☒	☐	☐	☐
Climbing	☒	☐	☐	☐	☐
Driving	☐	☐	☒	☐	☐
Bending/Kneeling	☐	☒	☐	☐	☐
Hearing	☐	☐	☐	☒	☐
Talking	☐	☐	☐	☒	☐
Visual	☐	☐	☐	☒	☐
Typing	☐	☐	☐	☒	☐
Writing	☐	☐	☐	☒	☐
Fine Dexterity	☐	☒	☐	☐	☐
Manual Dexterity	☐	☐	☒	☐	☐
Upper Extremity Repetitive Motion	☐	☒	☐	☐	☐

Lifting/Carrying (lbs.)	☐ up to 05	☐ up to 10	☐ up to 15	☒ up to 20	☐ up to 25	☐ up to 30	☐ up to ___
Pushing/Pulling (lbs.)	☐ up to 05	☐ up to 10	☐ up to 15	☒ up to 20	☐ up to 25	☐ up to 30	☐ up to ___

NON-PHYSICAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Analysis/Reasoning	☐	☐	☐	☐	☒
Communication/Interpretation	☐	☐	☐	☒	☐
Math/Mental Computation	☐	☐	☒	☐	☐
Reading	☐	☐	☐	☒	☐
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	☐	☐	☐	☐	☒
Other:	☐	☐	☐	☐	☐

ENVIRONMENTAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Independently	☐	☐	☐	☒	☐
Task Changes	☐	☐	☐	☒	☐
Tedious/Exacting Work	☐	☒	☐	☐	☐
High Volume Public Contact	☐	☐	☐	☒	☐
Dust	☐	☒	☐	☐	☐
Temperature Extremes	☒	☐	☐	☐	☐
Loud Noises	☒	☐	☐	☐	☐
Physical Danger	☒	☐	☐	☐	☐
Toxic Substances (i.e. solvents, pesticides, etc.)	☒	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐

Job Evaluation Questionnaire (JEQ) *v.03152016*

WORK SCHEDULE: Please select all that apply.

☐	Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
☒	Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
☐	Regular and/or frequent on-call availability; nature of work frequently requires irregular, unpredictable or particularly long hours.

DEMANDS/DEADLINES: Please select all that apply.

☐	Little or no stress created by work, employees or public.
☒	Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
☐	High volume and variable work demands and deadlines that impose strain on a routine basis; frequent direct contact with individuals or exposure to highly stressful situation, demands or pressures.

I. EDUCATION, LICENSE, AND EXPERIENCE

EDUCATION

Please indicate the MINIMUM educational level required:

☐ HS Diploma/GED	
☐ Associate's Degree	Area of specialization/major:
☐ Bachelor's Degree	Area of specialization/major: Statistics, Mathematics, Economics, Computer Science, or Engineering preferred but not required
☐ Graduate Degree	Area of specialization/major:
☐ Post Graduate Degree (PhD)	Area of specialization/major:
☐ Professional Degree (Law, Medicine, etc.)	Area of specialization/major:
☐ Other:	Please indicate:

LICENSE/CERTIFICATION: (Please complete Section F on Page 3 for Driving Requirements/License(s))

What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:

ITIL Foundation certificate preferred

WORK EXPERIENCE

Please indicate the MINIMUM number of years of practical experience required.

☐ No experience	
☐ Less than one year	*Area(s) of experience:*
☐ One to three years	*Area(s) of experience:*
☒ Three to five years	*Area(s) of experience:* Technical experience with self-service BI, BI Tools, SQL, and data integration; Enterprise Data Warehouse knowledge
☒ Five or more years	*Area(s) of experience:* Business Intelligence Architect role

SUPERVISORY/MANAGEMENT EXPERIENCE

Please indicate the MINIMUM number of years of supervisory/management experience required.

☐ No experience	
☐ Less than one year	*Area(s) of experience:*
☐ One to three years	*Area(s) of experience:*
☐ Three to five years	*Area(s) of experience:*
☐ Five or more years	*Area(s) of experience:*

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.

☒	**Level 1** General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. Recommends personnel actions (hiring, termination, pay changes, etc.) but does not independently conduct.
☐	**Level 2** Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
☐	**Level 3** Scheduling, supervision and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors reporting to this job? ☐ Yes ☐ No If yes, how many?

Job Evaluation Questionnaire (JEQ) *v.03152016*

	Level 4 Scheduling, supervision and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
☐	Are there subordinate supervisors/managers reporting to this job? ☐ Yes ☐ No If yes, how many?

	Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4.
☐	Are there subordinate supervisors/managers reporting to this job? ☐ Yes ☐ No If yes, how many?

List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:

Provides team leadership, assignments, and direction for these positions for the EDS team: Business Intelligence Analyst I-III, Business Intelligence Developer, Business Intellince Solution Architect & DBA.

J. ADDITIONAL COMMENTS

Please list additional items not covered in this questionnaire that would be helpful to the Compensation Department in understanding this job.

Superior communication skills and business acumen
Agile BI experience
Technical experience with self-service, BI tools, SQL, and data integration
Expert level ability to work in a fasted paced, high growth environment, multi-task, sense of urgency to re-prioritize in an ever-changing environment
Expert level of common and modern data warehouse approaches including spatial data in architectural design
Knowledge of Machine Learning and Artificial Intelligence approaches in data environment
Knowledge of cloud computing infrastructure (AWS, Azure) and scalable, distributed systems
Knowledge of ETL/ELT using Azure Data Factory or SSIS

Please provide additional information and/or language so that Employment & Staffing can include it in the job announcement (Providing that the Compensation Department has approved).

K. SIGNATURES

SUPERVISOR'S/MANAGER'S CONFIRMATION:	
I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.	
Supervisor/Manager Signature: *Jaci Bobo*	**Date:** 5/27/2022
Department/Division Head Signature: *Lynn Fyhrlund*	**Date:** 5/27/2022

Email the completed form to: hrcompensation@milwaukeecountywi.gov. **Please ensure the subject line includes the Department High Org., and (if applicable) Low Org. number, Request Type (i.e. JEQ Request, JEQ Study,)** (I.e. 1140/1140 JEQ Request)