Tableau Reports Specialist

# Client: DCF WISCJP: 17919

# Location: Madison, WI Interview: On-Site, Webcam, or Phone

# Start Date: December 21, 2020 Contract Length: 3 years

Our client, Wisconsin Department of Children & Families (DCF), is looking for a Reports Specialist with a specific focus on Tableau, to support the advancement of data and analytics. The Reporting Specialist will be key contributor to cutting-edge analytic work. This position will work closely with the business units and the entire breadth of BI assets in DCF, to develop and promote visual analytic products for the Department.  
  
This exciting role involves working very closely with customers to collect requirements, design data sets, and build reports, and Tableau dashboards to meet customer needs. A successful candidate will be proficient in the following areas.

Technical Requirements

* Intermediate to advanced Tableau skillset
* Tableau Certification required: Desktop Specialist required, Desktop Certified Associate preferred
* Knowledge of best practices in data visualization; Shows creativity in creating visualizations which communicate effectively
* Design, develop, and maintain reports and multi-level dashboards in Tableau
* Experience developing training content and delivering training to others on the use of Tableau
* Data collection, querying, and analysis experience
* Develop ad hoc supplemental dashboards to address pressing issues
* Experience creating ad-hoc BusinessObjects Web Intelligence reports
* Collaborate with end users and stakeholders to identify needs, goals and metric measurements to create easy-to-understand products, allowing for quickly identification of key themes within the data
* Some Business Analyst skills are required: experience gathering and refining requirements, interviewing business users to understand and document data requirements, creating mockups and prototypes to validate requirements to proposed data visualization solutions

Soft Skills

* Strong attention to detail
* Ability to communicate clearly in writing and verbally; be able to communicate complex topics
* Proven ability to work with both business users and technical teams
* Develop impactful presentations and documents
* Desire to achieve and exceed goals
* Accountable for your work and love creating value for your users
* A desire for the team to succeed above personal preferences
* Passion to constantly learn and develop new skills

***In coordination with the “Safer At Home” guidelines, contracted staff will work with their manager to access work remotely as needed temporarily. However, contract staff will be required to return to the home office for regular business hours as restrictions allow.***

# Complete the skills table below to be considered for submittal. Skills listed below must be clearly stated in your resume.

|  |  |  |
| --- | --- | --- |
| ***Skills and Knowledge Required***  ***(Requested years of experience)*** | ***Years of experience***  ***(XX yrs)*** | ***Skill Rating 1 (low) to 5 (high)*** |
| **Required / Must Have** | | |
| **Administration - Customer Service** | | |
| Problem resolution (development and implementation)  5 years (5) | 8 Years | 5 - Expert |
| Respond to customer requests (verbally and in writing)  5 years (5) | 8 Years | 5 - Expert |
| **Administration - Project Management** | | |
| Expertise in implementation of large and complicated models and processes, in extensive, multi-function education and government environments  5 years (5) | 4 Years | 4 - Strong |
| **Administration - Technical Writing** | | |
| Experience in Technical Writing and Documentation  5 years (5) | 7 Years | 4 - Strong |
| **General Competencies** | | |
| Ability to be self-directed  5 years (5) | 7 Years | 5 - Expert |
| Able to work independently  5 years (5) | 8 Years | 5 - Expert |
| Analytical/problem solving skills  5 years (5) | 7 Years | 4 - Strong |
| Excellent oral and written communication skills  5 years (5) | 7 Years | 5 - Expert |
| Excellent organization, analytical, and communication skills  (5) | 7 Years | 4 - Strong |
| **Information Technology - Databases** | | |
| Data analysis  5 years (5) | 7 Years | 5 - Expert |
| **Information Technology - Design** | | |
| Develop design specifications  5 years (5) | 7 Years | 4 - Strong |
| **Information Technology - Languages/Tools** | | |
| Business Objects or other BI tools  5 years | 6 Years | 4 - Strong |
| Dashboarding/Tableau  3 years | 6 Years | 5 - Expert |
| **Information Technology - Testing** | | |
| Conduct unit and system tests  5 years (5) | 7 Years | 4 - Strong |
| Develop Test Plans, Test Cases, and Test Procedures  5 years | 8 Years | 4 - Strong |
| Identify defects  5 years (5) | 7 Years | 4 - Strong |
| Interpret test results  5 years (5) | 7 Years | 4 - Strong |
| **Desired Skills / Nice to Have** | | |
| **Administration - Project Management** | | |
| Demonstrated experience in the design and utilization of performance measures and reports to manage inventory, analyze cost, and maximize return on investment of monetary and human resources  2 years (3) | 4 Years | 4 - Strong |

**Candidate Information**

Full Legal Name: Enter name here

Your Phone #: Enter phone here Your email address: Enter email address

Hrly Rate Desired (W2/C2C): Enter rate Date available: Enter availability here

Current Location: Enter location

Available for a phone/webcam interview? Yes Available for on-site interview in Madison, WI? No

Travel may be required. A valid driver’s license is required. Do you have a valid Driver’s License? Yes

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Work Status (US Citizen, Green Card, etc.): H4-EAD

If applicable, Visa Expiration Date: October 28, 2022

If you have a visa sponsor or work on Corp to Corp, provide the company information below. IO Datasphere can only work with the company that currently holds the candidate’s visa sponsorship.

Employer Company: Enter company name Contact Name: Enter contact name

Contact Phone: Enter contact phone Contact Email: Enter contact email

###### Professional References

###### Provide Three (3) Boss/Supervisor/Manager References in order of relevance for this position. (No co-workers other than boss, etc, no personal friends, relatives, or neighbors)

**1. First Reference**

Reference Name: Enter reference name

Reference Company: Enter company name

Reference Phone: Enter reference phone

Reference E-Mail: Enter reference email

**2. Second Reference**

Reference Name: Enter reference name

Reference Company: Enter company name

Reference Phone: Enter reference phone

Reference E-Mail: Enter reference email

**3. Third Reference**

Reference Name: Enter reference name

Reference Company: Enter company name

Reference Phone: Enter reference phone

Reference E-Mail: Enter reference email