Title: Business Analyst

Essential Function

Under general supervision from a designated administrator, articulate, evaluate and design business processes, facilitate the delivery of business content to user community.

Characteristic Duties

• Analyze business process and recommend changes to facilitate data integrity and efficiency.

• Assist and oversee implementation of upgraded system functionality.

• Test and analyze complex reports to insure data integrity.

• Coordinate and lead user acceptance testing for system releases and updates.

• Set and monitor business warehouse work priorities.

• As subject matter expert, assist staff with problem resolution and research related to system.

• Recommend policy and procedure changes.

• May provide direct supervision to exempt and non-exempt staff.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -Or- nine (9) years experience. Degree must be in business administration or related field. Experience must be in business, fiscal or human resources programs and include three years supervision.

Last updated: 4-5-07