AUBURN
Human Resources

Sr Analyst, Facility Operations

Job Description

JOB INFORMATION

Job Code	AA53
Job Description Title	Sr Analyst, Facility Operations
Pay Grade	AS12
Range Minimum	$55,350
33rd %	$68,260
Range Midpoint	$74,720
67th %	$81,180
Range Maximum	$94,090
Exemption Status	Exempt
Approved Date:	7/30/2024 1:49:16 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Provides comprehensive and complex analytical support to Facility Operations to identify problem areas and identify opportunities for business process improvements, as well as policy and business practice changes. This position is responsible for the collection, analysis and reporting of data using complex datasets. The Sr. Analyst will ensure data integrity by implementing quality assurance practices, gathering and entering missing data, and resolving any anomalies and use established statistical methods to determine data sources and appropriate methods to create and interpret reports.

RESPONSIBILITIES

- Collects, analyzes and synthesizes information from multiple sources, as needed, to develop work execution and performance studies, metrics, infographics and reports that detail the quality/quantity of Facility Operations of support provided to campus clients. These tasks will be in support high level meetings between the AVP, Facilities Operations and other senior University leaders.
- Through the use of performance, work execution, and financial data, identifies opportunities for improving Facility Operations work execution practices and processes. Develops and maintains metrics for routine management reports and analyses to assist the Executive Director, Facilities Operations monitor the effectivenss of multiple departments in terms of work execution, productivity, cost effectiveness and efficiency.
- Prepares complex technical, analytical, and statistical assessments for the AVP, Facilities Operations that present and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommendations in support of Facilities Management operations, process improvement and work execution.
- Manages processes and work process improvement initiatives. Sets up tasks forces and improvement teams, participates in improvement efforts,and tracks progress, providing status to the applicable parties. Provides professional managerial expertise for the Facility Operations Group in the area of process and business practice improvement.
- Utilize data to resolve business issues in the most effective manner providing best reporting communications.
- Collaborates with stakeholders and team members at all levels to clarify, detail, and manage reporting needs and activities.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree with no specific discipline.	and	5 years of	Experience in a technical business environment conducting analytical studies; developing, assessing and presenting metrics to facilitate opportunities for business and process efficiencies. Experience working with and leading teams to improve business practices and business/work execution processes.	Or
Master's Degree	Degree with no specific discipline.	and	3 years of	Experience in a technical business environment conducting analytical studies; developing, assessing and presenting metrics to facilitate opportunities for business and process efficiencies. Experience working with and leading teams to improve business practices and business/work execution processes.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial, accounting, and basic business principles and practices.	
Knowledge of statistical analysis methods.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	Certified Educational Facilities Professional (CEFP) is preferred.	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.