AUBURN
Human Resources

Business Operations Analyst I

Job Description

JOB INFORMATION

Job Code	KC16
Job Description Title	Business Operations Analyst I
Pay Grade	FO08
Range Minimum	$50,020
33rd %	$60,030
Range Midpoint	$65,030
67th %	$70,030
Range Maximum	$80,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/30/2023

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Reporting to the Director of Strategic Business Operations, the Business Operations Analyst I collaborates with key stakeholders to understand and analyze unit's internal processes. Assists in data mining and collection, creating action plans, and assists with providing recommendations on process improvements that lead to cost savings, revenue generation, and improved operational efficiency across various divisions and departments across campus.

RESPONSIBILITIES

- Assists in conducting an analysis of the unit's internal procedures and systems to provide strategic recommendations and advice on process improvement opportunities. Provides recommendations that lead to significant cost savings, generating more revenue, and enhancing overall operational efficiency within the unit. works collaboratively with key stakeholders to identify areas for improvement, assess current practices, and develop customized solutions that align with the unit's unique needs and goals. Provides ongoing consultation and support to ensure that the recommended improvements are successfully implemented and yield measurable results.
- Works directly with the Director of Strategic Business Operations university-wide and collaboratively with relevant stakeholders within respective departments, including the Chief Procurement Officer, to recognize, design, and implement process improvements, identifying objectives, strategies, and tactics.
- Assists in analyzing data to identify areas of opportunity for process improvement, focusing on cost savings, revenue generation, spend patterns, and increased efficiencies. Mines, compiles, and analyzes relevant data related to the operation of divisions within Auburn University, including Business and Finance.
- Assists in designing standard and customized reports to provide an overview of operational, business, and financial data for stakeholders and leadership yielding of actionable data. Works with stakeholders across the university to ensure the collection and use of data are tailored to meet the unique operational needs of each division. Provides support and feedback on business reports to ensure that data is used effectively.
- Assists in the creation of operational metrics and key performance indicators, using such standards to assist stakeholders in managing business operations to achieve best practices.
- Assists in educating and advising stakeholders and leadership on issues related to data collection, data maintenance, analytical methodology and use of results. Communicates with stakeholders, suppliers, business partners, professional organizations, and others to stay abreast of industry or business trends.

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	No specific discipline.	and	0 years of	Experience in business analysis or consulting to include design, reporting and analysis, and change management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of the business environment of a large university system including a basic understanding of the University system, its policies, and its operating procedures.	And
Knowledge of business systems analysis and current technological developments and trends.	And
Current knowledge of relevant state-of-the-art technology, equipment, and/or systems.	And
Intermediate knowledge of agile methodologies with a detailed focus on deployment and integration.	And
Ability to analyze, organize and prioritize work while meeting multiple deadlines.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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.