AUBURN
Human Resources

Assoc IT Business Analyst

Job Description

JOB INFORMATION

Job Code	MA29
Job Description Title	Assoc IT Business Analyst
Pay Grade	IT05
Range Minimum	$52,770
33rd %	$63,320
Range Midpoint	$68,600
67th %	$73,870
Range Maximum	$84,430
Exemption Status	Exempt
Approved Date:	11/22/2019 11:42:25 AM
Legacy Date Last Edited	11/8/2019

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Business Systems Analysts

JOB SUMMARY

Under close supervision, assists in conducting business process analysis and needs assessments in an effort to align information technology solutions with business initiatives.

RESPONSIBILITIES

- Assists in formulating and defining the scope and objectives of systems through research and fact-finding combined with a growing understanding of applicable business systems and industry requirements.
- Creates and modifies fairly complex information systems process documents to include analysis of business and user needs and passes documents to more senior Business Analysts for review.
- Assists in determining and recommending applications required for problem or business process solution and passes documents on to more senior Business Analysts for review.
- Participates in requirements planning and feasibility determination. Generates requirements documentation for review by more senior Business Analysts.
- Performs analysis and assists in preparing reports in order to ensure that established project management and quality assurance procedures are followed.
- Collaborates with more senior Business Analysts or IT management on project components including, but not limited to, requirements, functional design, and documentation.

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. Degree in IT or related field preferred.	and	2 years of	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	Or
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	and	6 years of	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	Or
High School Diploma or GED	High School/GED General education	and	10 years of	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.