AUBURN
Human Resources

IT Business Analyst

Job Description

JOB INFORMATION

Job Code	MA30
Job Description Title	IT Business Analyst
Pay Grade	IT07
Range Minimum	$64,310
33rd %	$79,310
Range Midpoint	$86,820
67th %	$94,320
Range Maximum	$109,330
Exemption Status	Exempt
Approved Date:	11/22/2019 11:45:04 AM
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Business Systems Analysts

JOB SUMMARY

Under general supervision, conducts business process analysis, needs assessments, and preliminary cost/benefit analysis in an effort to align information technology solutions with business initiatives. Prepares functional, system, and program specifications of business unit initiatives.

RESPONSIBILITIES

- Formulates and defines scope and objectives of systems through research and fact-finding combined with an understanding of applicable business systems and industry requirements.
- Creates and modifies moderately complex information systems process documents to include analysis of business and user needs, documenting requirements, and revising existing system logic diagrams as necessary. Creates technical specifications from which developers can build applications.
- Determines and recommends applications required for optimal problem or business process solution considering cost and performance objectives.
- Participates in requirements planning and feasibility determination. Generates and/or reviews requirements documentation.
- Performs analysis and prepares reports in order to ensure that programs meet or exceed schedule commitments. Ensures that established project management and quality assurance procedures are followed. May recommend improvements to existing project management and quality assurance procedures.
- Collaborates with other Business Analysts on project components including, but not limited to, requirements, functional design, functional configuration, testing, 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 area preferred.	and	5 years of	Relevant IT experience to include business analyses, preferably in a university setting.	Or
Associate's Degree	No specific discipline. Degree in IT or related area preferred.	and	9 years of	Relevant IT experience to include business analyses, preferably in a university setting.	Or
High School Diploma or GED	High School/GED General education	and	13 years of	Relevant IT experience to include 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

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/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
Strong technical aptitude and computer skills.	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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.