AUBURN
Human Resources

Sr IT Business Analyst

Job Description

JOB INFORMATION

Job Code	MA31
Job Description Title	Sr IT Business Analyst
Pay Grade	IT08
Range Minimum	$69,760
33rd %	$88,370
Range Midpoint	$97,670
67th %	$106,970
Range Maximum	$125,580
Exemption Status	Exempt
Approved Date:	11/22/2019 12:23:48 PM
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Business Systems Analysts

JOB SUMMARY

Under minimal supervision, oversees the conducting of business process analysis, needs assessments, and preliminary cost/benefit analysis in an effort to align information technology solutions with business initiatives. Oversees the preparation of functional, system, and program specifications of business unit initiatives and leads teams in all business analysis efforts.

RESPONSIBILITIES

- Leads the formulation and definition of systems scope and objectives based on user needs and a thorough understanding of applicable business systems and industry requirements.
- Leads and assists teams in the creation and modification of procedures to solve highly complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Creates and/or reviews process documents and technical specifications created by Business Analysts and Associate Business Analysts.
- Responsible for the determination and recommendation of applications required for optimal problem solution within cost and performance objectives, collaborating with Associate Business Analysts and Business Analysts as needed.
- Leads cross-functional project teams and may oversee portions of the project life cycle. May lead or assist teams in project capacities including, but not limited to, requirements gathering, functional design, functional configuration, testing, documentation, and documentation review.
- Leads teams in performing analysis and preparing reports in order to ensure that programs meet or exceed schedule commitments and is ultimately responsible for schedule commitments.
- Leads in the analysis of business user needs, documentation of requirements, and translation into proper system requirement specifications. Responsible for requirements planning and feasibility determination. Responsible for project capacities including, but not limited to, requirements, functional design, functional configuration, interfacing with Quality Assurance to complete testing, and documentation. Reviews documentation created by Business Analysts and Associate Business Analysts.
- May serve as a lead within the team, coordinating the work of others and serving as the primary contact.

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	8 years of	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough understanding of the business environment of a large university system including the University system, its policies, and its operating procedures.	And
Expert 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
Proficiency with professional computer systems and office applications.	

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.