AUBURN
Human Resources

Business Data Analyst

Job Description

JOB INFORMATION

Job Code	OC64
Job Description Title	Business Data Analyst
Pay Grade	AS10
Range Minimum	$46,450
33rd %	$55,740
Range Midpoint	$60,380
67th %	$65,030
Range Maximum	$74,320
Exemption Status	Exempt
Approved Date:	11/11/2025 5:20:48 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides support in managing and optimizing organizational processes and data systems. This role ensures data integrity, streamlines workflows, and delivers quality support to internal stakeholders. It plays a key role in maintaining accurate information, generating reports, and supporting tools and resources that drive engagement and operational effectiveness.

RESPONSIBILITIES

- Assists in day-to-day operations, including user access, troubleshooting, enhancements, and data maintenance.
- Executes updates and imports related to organizational data, projects, and engagement activities.
- Maintains data integrity and quality standards by identifying and correcting duplicate or inaccurate records.
- Supports staff with reporting and dashboard needs.
- Develops and maintains saved reports for performance tracking, events, and engagement metrics.
- Documents processes, definitions, and workflows to ensure consistency across teams.
- Creates and maintains tutorials and user documentation to support training, onboarding, and system enablement.
- Partners with internal teams and stakeholders to ensure processes and tools align with organizational goals.
- Assists in evaluating and coordinating third-party applications or integrations when needed.
- Works collaboratively to test and implement new functionality, integrations, and automation.
- Identifies opportunities to improve efficiency and enhance user experience.

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	No supervisory responsibilities.

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	with no specific discipline.	and	2 years of	experience in design, analysis, and reporting of data analysis.	Or
Master's Degree	with no specific discipline.	and	0 years of	experience in design, analysis, and reporting of data analysis.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data analysis principles, data management practices, and reporting.	
Foundational understanding of various systems and implementation strategies.	

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.