

JOB INFORMATION

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| Job Code | KC17 |
| Job Description Title | Business Operations Analyst II |
| Pay Grade | FO09 |
| Range Minimum | \$51,590 |
| 33rd % | \$63,620 |
| Range Midpoint | \$69,640 |
| 67th % | \$75,660 |
| Range Maximum | \$87,700 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/30/2023 |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

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

RESPONSIBILITIES

- Conducts 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.
- Analyzes 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.
- Designs standard and customized reports to provide an overview of operational, business, and financial data for stakeholders and leadership yielding of actionable data. Works closely 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.
- Educates and advises 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.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | 2 years of | Experience in business analysis or consulting to include design, reporting and analysis, and change management. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|-----|
| 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

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| Physical Demands Category: | Other |
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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.