## JOB INFORMATION

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| Job Code | MA29 |
| Job Description Title | Assoc IT Business Analyst |
| Pay Grade | IT05 |
| Range Minimum | $48,790 |
| 33rd % | $58,550 |
| Range Midpoint | $63,430 |
| 67th % | $68,310 |
| Range Maximum | $78,060 |
| Exemption Status | Exempt |
| Approved Date: | 11/22/2019 11:42:25 AM |
| Legacy Date Last Edited | 11/8/2019 |

## JOB FAMILY AND FUNCTION

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| 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.
- Performs other related duties as assigned by the supervisor.

## 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. |

## 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 | 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 |
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*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

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

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