



JOB INFORMATION

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| Job Code | OC64 |
| Job Description Title | Business Data Analyst |
| Pay Grade | AS11 |
| Range Minimum | \$48,720 |
| 33rd % | \$60,090 |
| Range Midpoint | \$65,770 |
| 67th % | \$71,450 |
| Range Maximum | \$82,820 |
| Exemption Status | Exempt |
| Approved Date: | 11/11/2025 5:20:48 PM |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------------------|
| 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

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|----------------------------|----------------------------------|
| 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 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 | 4 years of | experience in design, analysis, and reporting of data analysis. | Or |
| Master's Degree | with no specific discipline. | and | 2 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:

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.