
Auburn University Job Description

Job Title:	Sr. Analyst, Facility Operations	Job Family:	No Family
Job Code:	AA53	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Provides comprehensive and complex analytical support to Facility Operations to identify problem areas and identify opportunities for business process improvements, as well as policy and business practice changes. This position is responsible for the collection, analysis and reporting of data using complex datasets. The Sr. Analyst will ensure data integrity by implementing quality assurance practices, gathering and entering missing data, and resolving any anomalies and use established statistical methods to determine data sources and appropriate methods to create and interpret reports.

Essential Functions

1. Collects, analyzes and synthesizes information from multiple sources, as needed, to develop work execution and performance studies, metrics, infographics and reports that detail the quality/quantity of Facility Operations of support provided to campus clients. These tasks will be in support high level meetings between the Executive Director, Facilities Operations and other senior University leaders.
2. Through the use of performance, work execution, and financial data, identifies opportunities for improving Facility Operations work execution practices and processes. Develops and maintains metrics for routine management reports and analyses to assist the Executive Director, Facilities Operations monitor the effectiveness of multiple departments in terms of work execution, productivity, cost effectiveness and efficiency.
3. Prepares complex technical, analytical, and statistical assessments for the Executive Director, Facilities Operations that present and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommendations in support of Facilities Management operations, process improvement and work execution.
4. Manages processes and work process improvement initiatives. Sets up task forces and improvement teams, participates in improvement efforts, and tracks progress, providing status to the applicable parties. Provides professional managerial expertise for the Facility Operations Group in the area of process and business practice improvement.
5. Utilize data to resolve business issues in the most effective manner providing best reporting communications.
6. Collaborates with stakeholders and team members at all levels to clarify, detail, and manage reporting needs and activities.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the

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Responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in a technical, science or business related field.
Experience (yrs.)	5	Experience in a technical business environment conducting analytical studies; developing, assessing and presenting metrics to facilitate opportunities for business and process efficiencies. Experience working with and leading teams to improve business practices and business/work execution processes.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of financial, accounting, and basic business principles and practices. Knowledge of statistical analysis methods.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/13/2016
