Sr IT Business Analyst
Job Description

JOB INFORMATION

Job Title:	Sr IT Business Analyst
Auburn Title:	Sr IT Business Analyst
Job Code:	MA31
FLSA Classification:	Exempt
Salary Grade:	IT08 $59,900 - $107,800
Organizational use restricted to the following divisions:	

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Business Systems Analysts

Family Description

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, polices and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

Function Description

JOB SUMMARY

Under minimal supervision, oversees the conducting of business process analysis, needs assessments, and preliminary cost/benefit analysis in an effort to align information technology solutions with business initiatives. Oversees the preparation of functional, system, and program specifications of business unit initiatives and leads teams in all business analysis efforts.

KEY RESPONSIBILITIES

	% TIME
• Leads the formulation and definition of systems scope and objectives based on user needs and a thorough understanding of applicable business systems and industry requirements.	20%
• Leads and assists teams in the creation and modification of procedures to solve highly complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Creates and/or reviews process documents and technical specifications created by Business Analysts and Associate Business Analysts.	20%
• Responsible for the determination and recommendation of applications required for optimal problem solution within cost and performance objectives, collaborating with Associate Business Analysts and Business Analysts as needed.	10%
• Leads cross-functional project teams and may oversee portions of the project life cycle. May lead or assist teams in project capacities including, but not limited to, requirements gathering, functional design, functional configuration, testing, documentation, and documentation review.	10%

• Leads teams in performing analysis and preparing reports in order to ensure that programs meet or exceed schedule commitments and is ultimately responsible for schedule commitments.	10%
• Leads in the analysis of business user needs, documentation of requirements, and translation into proper system requirement specifications. Responsible for requirements planning and feasibility determination. Responsible for project capacities including, but not limited to, requirements, functional design, functional configuration, interfacing with Quality Assurance to complete testing, and documentation. Reviews documentation created by Business Analysts and Associate Business Analysts.	10%
• May serve as a lead within the team, coordinating the work of others and serving as the primary contact.	10%
• Performs other related duties as assigned by the supervisor.	10%

The above key responsibilities 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 knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responisibilities.

Minimum Education and Experience

Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	And	8	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	

Minimum Skills and Abilities

Description	Proficiency	
Thorough understanding of the business environment of a large university system including the University system, its policies, and its operating procedures.	Advanced	And
Knowledge of business systems analysis and current technological developments/trends.	Advanced	And
Current knowledge of relevant state-of-the-art technology, equipment, and/or systems.	Advanced	And
Knowledge of agile methodologies with a detailed focus on deployment and integration.	Advanced	And
Ability to analyze, organize and prioritize work while meeting multiple deadlines.	Advanced	

Minimum Technology

Technology	Technology Details	
Strong technical aptitude and computer skills.		And
Proficiency with professional computer systems and office applications.		

Minimum Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.			

Approved Date: 11/10/2019