

## JOB INFORMATION

|                         |                                      |
|-------------------------|--------------------------------------|
| Job Code                | HC65C                                |
| Job Description Title   | Analyst III, Business Administration |
| Pay Grade               | AS11                                 |
| Range Minimum           | \$49,200                             |
| 33rd %                  | \$60,680                             |
| Range Midpoint          | \$66,420                             |
| 67th %                  | \$72,160                             |
| Range Maximum           | \$83,640                             |
| Exemption Status        | Exempt                               |
| Approved Date:          | 1/1/1900 12:00:00 AM                 |
| Legacy Date Last Edited | 12/16/2021                           |

## JOB FAMILY AND FUNCTION

|               |                                      |
|---------------|--------------------------------------|
| Job Family:   | Administration & Operational Support |
| Job Function: | Operational Support                  |

## JOB SUMMARY

Provides demographic, analytical and other information about a college or school, its programs, and its students population. Assists in developing and maintaining data systems to support their analysis.

## RESPONSIBILITIES

- Retrieves and analyzes information to support both regular and ad hoc studies relating to the Colleges academic programs and enrollment management when requested by internal or external sources; serves as the primary liaison to provide requested information.
- Calculates and disseminates statistical information for various bench marking purposes.
- Serves as the College's Sales Force Administrator creating and maintaining software functionality, and training new users.
- Compiles and maintains data to support planning and program execution, as well as to assist with decision making.
- Conducts post-hoc studies of graduates and conducts other survey research.

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

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 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 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 | Degree in business, accounting, finance, statistics, information systems or related field. | and | 4 years of          | Experience in design, analysis, and reporting of data analysis |  |

Substitutions Allowed for Experience ☐ Yes

*Substitution 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 LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

### 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      |              |            |            |

|                                                            |
|------------------------------------------------------------|
| <b>Vision Requirements:</b>                                |
| Ability to see information in print and/or electronically. |