



## Assoc IT Business Analyst

### J O B D E S C R I P T I O N

#### JOB INFORMATION

<i>Job Title:</i>	Assoc IT Business Analyst
<i>Auburn Title:</i>	Assoc IT Business Analyst
<i>Job Code:</i>	MA29
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT05 \$45,300 - \$72,500
<i>Organizational use restricted to the following divisions:</i>	

#### JOB FAMILY AND FUNCTION

<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	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, policies 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*

Responsible for managing or performing work associated with IT business analysis including: Identifying and analyzing business needs, conducting requirements gathering, and defining scope and objectives; Making recommendations for solutions or improvements to business processes that can be accomplished through new technology or alternative uses of existing technology; Translating business requirements into application requirements.

#### 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.

#### KEY RESPONSIBILITIES

	<i>% TIME</i>
<ul style="list-style-type: none"> <li>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.</li> </ul>	25%
<ul style="list-style-type: none"> <li>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.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Assists in determining and recommending applications required for problem or business process solution and passes documents on to more senior Business Analysts for review.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Participates in requirements planning and feasibility determination. Generates requirements documentation for review by more senior Business Analysts.</li> </ul>	10%

• Performs analysis and assists in preparing reports in order to ensure that established project management and quality assurance procedures are followed.	10%
• Collaborates with more senior Business Analysts or IT management on project components including, but not limited to, requirements, functional design, and documentation.	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 responsibilities.

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	2	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	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	Or
High School/GED	General education	And	10	Relevant IT experience performing various forms of business analyses, preferably in a university setting.	

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

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

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

*Approved* 11/8/2019  
*Date:*