
Position:	Business Analyst Senior	FLSA:	Exempt
Department/Site:	Business Services	Salary Grade:	43
Reports to/Evaluated by:	Coordinator, Budget and Finance	Salary Schedule:	Classified Management

SUMMARY

Analyzes, evaluates, designs and maintains business processes and workflows throughout the district. This position will extract, analyze and present data in a form appropriate to the requesting business unit. Acts as business analyst in establishing requirements for developing reports and datasets to optimize processes or provide essential data to all District departments. Anticipates and plans for the future needs of the business units.

DISTINGUISHING CAREER FEATURES:

This position is a broad-based business and technical professional. Advancement along this track can occur through mastery of multiple business applications, software packages, and business practices as well as the technical ability to work in various platforms used by the District. The Business Analyst Senior is expected to have specialized training and education in a field of business or technology related study, typically resulting in a Bachelor’s of Science degree. The incumbent will be responsible for development of complex programs, procedures and workflows that integrate administrative and business information. The incumbent will have the ability to create and implement complex processes, applications and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strong knowledge of modern IT concepts, systems and capabilities. Understanding of business process in benefits, fiscal services, payroll and human resources.
- Prepares mandated and ad hoc reports for use by the District’s business department and outside agencies as required.
- Understanding of relevant ERP systems, workflows and relational databases including the ability to write SQL queries.
- Acts as liaison between Business Services, Human Resources, Technology Services, Payroll and other departments as required.
- Extracts data from District’s data warehouse and prepares analytical reports for District committees, including but not limited to, Employee Compensation Committee, Standing Benefits Committee, and Employee Benefits Committee.

- Collects and maintains Affordable Care Act data including preparation and submittal of mandated forms.
- Develops and distributes standard operation procedures for district personnel related to areas of responsibility.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: The demonstrated ability to understand District operations, policies, procedures and goals is required. The skills to analyze the District benefits, financial, payroll and HR processes and programs is essential. In-depth knowledge of Federal, State and local laws and regulations applying to District business operations.

Abilities: Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare complex analyses of systems and write reports which adequately communicate problems and solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and timelines. Requires the ability to communicate and work with a wide range of contacts including senior administrative staff, community members and peers. Requires the ability to organize, plan and prioritize in order to handle multiple projects simultaneously.

Education and Experience: Bachelor's Degree is required. Three years of relevant experience in business analysis, Information Technology or closely related field required. Experience in a school business office is preferred. Additional work experience may be substituted for higher education.