CLOVIS UNIFIED SCHOOL DISTRICT

Position: Business Analyst
Salary Grade: 34
Salary Schedule: Classified Management
Department/Site: Business Services
Reports to/Evaluated by: Coordinator, Admin Services
FLSA: Exempt

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. 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 is expected to have specialized training and education in a field of business or technology related study. The incumbent will be able to assist with the development of programs, procedures and workflows that integrate administrative and business information. The incumbent will have the ability to create and implement processes and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strong knowledge of modern IT concepts, systems and capabilities.
- Understanding of business process in Business Services and Human Resources division.
- 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, and other departments as required.
- Develops and distributes standard operating procedures for district personnel related to areas of responsibility.
- Generates reports for District systems related to Business Services.
- Maintains District systems related to Business Services.
- Provides reports and data to Departments and Administration as requested.
- 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 human resources 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 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.
- Physical Abilities: Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.
- Working Conditions: Work is performed indoors where minimal safety considerations exist.
- Education and Experience: Bachelor's Degree is preferred. 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.