

SENIOR INSTITUTIONAL BUSINESS ANALYST
Full-time, 12 Month, Classified position
Range 56

DEFINITION:

Under the direction of the Vice President of Administrative Services, serve as a vital link between the district's technological capabilities and its business objectives. Provide expert cross-functional technological solutions for the College from a business processes perspective to maximize institutional efficiency and effectiveness. Responsible for the planning and analysis of applications systems. Facilitate the implementation of new software applications and modifications. Must be available to work nights and weekends.

Lead, develop, design, document, maintain, evaluate, support and provide problem resolution for information systems applications; performs a variety of technical and analytical services across departments; performs other related duties as assigned.

Monitor and report to management any deviation from procedures or policy; review, evaluate and implement recommendations for improved methods or procedures; plan and implement departmental business processes and projects.

Oversee and manage multiple concurrent projects; support internal operations, budget management, and project planning; organize and analyze data for efficient reporting and retrieval; assist users to retrieve data from system; develop procedures, forms, and other organizational tools to implement and manage efficient workflow used in the department; plan and prepare correspondence related to the position.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Assesses institutional needs and provide analyses of business processes and related technological supports;
- Translates business needs into functional language with the assistance of functional analysts;
- Plans, coordinates and integrates institutional solutions to increase business processes efficiencies and support information application systems using optimal technologies;
- Analyzes, recommends, designs, coordinates and documents automated solutions to labor intensive activities that enhance operations

- Explores innovations and trends in technology for institutional applicability
- Coordinates the work of the various project participants;
- Analyzes and understands client requests;
- Identifies project implications at the system and institutional level, participate in developing the project procedures, objectives and schedules;
- Trains users on the new application implemented;
- Assists with testing phases;

- Works collaboratively with District's Information Technology team;
- Confers and coordinates with College user and technical groups regarding applications, developing applications, determining system requirements and modifications of systems to enhance effectiveness;
- Monitors and assesses compliance with system standards and applicable regulations;
- Compiles data and performs analyses as directed; provides written and oral reports and proposals to management;
- Maintains accurate and complete system documentation and business records;
- Develops and maintains constructive contact with vendors, state and local regulatory and contract offices, college staff, and counterparts in other colleges;
- Provides technological advice and counsel to college departments at the direction of the Vice President, Administrative Services;
- Responds to requests for ad hoc reports as directed and using appropriate software / data;
- Creates data elements, tables, programs, coding schemes for small end user projects and updates as appropriate;

- Perform other related duties as required.

MINIMUM QUALIFICATIONS:**Knowledge of:**

Utilization and purposes of management information systems, database structure and data verification methods; principles and operation of networks, operating systems, standard software applications, hardware and related peripheral equipment; basic principles of system analysis;

principles of organization and project management; advanced knowledge of the District's business applications, and office procedures and practices.

Skill and Ability in:

Analyze information, solve problems and develop procedures to clearly define objectives, identify alternatives, make written and verbal recommendations, and implement procedural changes to effectively meet the needs of the office to which assigned; Analyze administrative information systems, specific software, screen and report requirements, and cooperate in the planning and implementation of new systems; Analyze, compile, maintain, understand and present statistical information, both orally and in writing; Apply simple programming techniques within common software; Work with complex information systems; Requires advanced skill level in Microsoft Office, skilled in Visual Basic, Ellucian/Colleague, and web technologies preferred.

Proven ability to improve ease and effectiveness of operations; Strong organizational and interpersonal skills to coordinate complex activities and complete assignments under pressure of time constraints and competing demands and deadlines; Installation and customization of commonly used software applications for program or department specific needs; Clearly and effectively present complex, technical information and issues, both orally and in writing, to both technical and nontechnical staff; Exercise discretion and good judgment in performing duties of assignment; Work effectively both independently and as a member of a team; Establish and maintain effective working relationships with those contacted in the course of the work.

Other requirements:

Specified positions must possess a valid California driver's license and have a satisfactory driving record. Must be available to work nights and weekends.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Education: Bachelor's degree with a business/technology related focus, or equivalent.

Experience: Five (5) years professional experience directly supporting institutional application systems in key technical and administrative roles demonstrating progressively increasing duties and responsibilities that are included in this job description.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

- Ability to read computer screens, texts, and instructions;
- Communicate clearly and concisely, both orally and in writing;
- Ability to operate standard office equipment;
- Ability to sit, stand, walk, kneel, squat, reach, and lift 25 lbs.