



BUSINESS ANALYST

Reports to: Director, Fiscal Services

Dept: Fiscal Services

Range: 32

FLSA: Exempt

EEO: Professional/Nonfaculty

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under direction, perform system administration, including business process configuration, report development, end user training, and data management within the Workday enterprise resource planning (ERP) system environment; this position works closely with fiscal services staff, IT Staff, leaders of the organization in support of the functional area assigned on analysis, reporting, and software releases. Perform budget planning, forecasting, analysis, and reporting; direct assigned accounting staff on a project basis; and perform related work as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Configure business processes in Workday ERP system. Translate business requirements to the Workday ERP system design and configuration, conduct system/data analysis, and participate in testing and deployment activities.
2. Research, diagnose, and resolve ERP issues (end-user, business processes, security, etc.).
3. Support new releases, work with functional subject matter experts on functional requirements, coordinate system and configuration changes, and ensure compliance with district audit and policy requirements.
4. Communicate business/system process solutions, train functional teams and end-users on applicable enhancements within the limits of the Workday ERP system. Organize, summarize and present information on development/implementation issues.
5. Create and maintain system documents and databases for training, tracking, audit controls and compliance. Prepare statistical reports.
6. May provide lead work direction and guidance to other district staff on a variety of projects.
7. Research a wide range of financial and organizational issues.

8. Perform complex analyses and forecasting with financial, accounting, budgetary, statistical, procedural, legislative, and organizational data.
9. Explore alternatives, determine feasibility, and develop recommendations.
10. Prepare written analyses, proposals, and a variety of financial reports and statements.

OTHER DUTIES:

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Generally Accepted Accounting Principles (GAAP); principles, practices, procedures and theories of accounting, with emphasis on governmental accounting.
 2. Principles, practices and methods of business process and systems analysis, including business modeling using data and process flow diagrams.
 3. Methodologies for developing program and user documentation.
 4. Methods and practices for conducting unit and system testing and creation of test cases.
 5. Systems integration and business process reengineering concepts.
 6. Functionality of the district's enterprise business system.
 7. Practices and techniques of training and instruction, particularly as related to computer software and applications, and development of user training materials.
 8. Principles, practices and procedures of auditing and budgeting.
 9. Advanced research, statistical and forecasting methods used in financial analysis and management.
 10. Federal, state and local laws, ordinances, codes, regulations and policies affecting functional areas
 11. Current trends and developments in related fields.
 12. Operational characteristics of various computer programs and software packages.
 13. Computer applications such as integrated software management systems and Microsoft office applications.
 14. Applicable sections of the state education code and other laws.
 15. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
 16. Recordkeeping procedures and practices.
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17. Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
18. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Apply and adapt established functional area principles and procedures to a variety of district work.
2. Perform complex business process analyses and reach sound, logical conclusions regarding essential user needs and requirements.
3. Analyze functional operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
4. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
5. Interpret and prepare complex reports.
6. Establish and maintain cooperative and effective working relationships with federal, state and local agencies, as well as at the district level.
7. Analyze situations accurately and adopt effective courses of action.
8. Work confidentially with discretion.
9. Communicate effectively both orally and in writing.
10. Plan and organize work.
11. Meet schedules and timelines.
12. Work independently with little direction.
13. Provide work direction to personnel.
14. Maintain records.
15. Operate a computer and standard business software.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in computer science, business administration, or a related field, and at least three years of responsible experience in budget and financial analysis; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITY:

Occasional project-related lead of fiscal and district staff.

CONTACTS:

Faculty and staff, coworkers throughout the district, students, vendors, external auditor, County Office of Education and state educational agencies.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours, with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.