

## Sam Houston State University Human Resources

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### Staff Classification Description – Business Analyst I

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N532 (N1)  
**Grade:** 16  
**Date:** 08/2016

**Department:** Office of Information Technology Services

**Education & Experience Requirements:** Bachelor's degree with a major in computer science, business, or related field from an accredited institution with one year relevant experience desirable, or two years of higher education with two years of related experience required. Professional development certifications preferred. Certification examples include: Information Technology Infrastructure Library (ITIL) Foundation, ITIL Intermediate, ITIL Expert, Six Sigma Green Belt, Six Sigma Yellow Belt, Six Sigma Black Belt, International Institute of Business Analysis (IIBA), Certification of Competency in Business Analysis (CCBA), Project Management Institute Certified Associate in Project Management (PMI CAPM), Project Management Institute Agile Certified Practitioner (PMI ACP), or Project Management Professional (PMP). A combination of education, experience, certifications, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Works as part of a team with client communications, gathering basic requirements, generating process-level documentation, participating in the development of test plans, and analytical support services for the campus Enterprise Resource Planning (ERP) system including Ellucian Banner technologies, other third-party applications, and internal programming.

**Supervision Given & Received:** Works under general supervision. May assist in leading team projects involving two or more department staff. Serves as a member of project teams.

**Primary Responsibilities:** Analyzes business or scientific problems for resolution through electronic data processing. Gathers information from users and defines work problems. Gathers basic requirements from functional process owners for projects and in support of current applications. Collaborates with functional and Enterprise services staff to generate process-level documentation. Reviews functional requirements with other Enterprise Services staff and contributes to the development of technical specifications. Coordinates tests of the system, creates related documentation, and ensures programs and reports function efficiently. Coordinates with Business Analysts in implementation of test plans for ERP or other third-party applications. Possesses a familiarity of fundamental business processes for a given area. Serves as a member of project teams in which Enterprise Services is a stakeholder. Translates technical requirements to functional staff members in effective manner. Responds to, assesses, and troubleshoots issues in collaboration with other Enterprise Services staff in order to provide solutions. Uses SQL in support of ERP processes, reporting, and other third-party applications. Participates in the development of training materials. Performs other related duties as assigned.

**Other Specifications:** Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup. Interprets and applies complex policies and broad standards affecting one or more functional areas. Work requires a moderate level of judgment and reasoning to solve issues. Work requires attention to detail as errors can be serious.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.