

# Sam Houston State University Human Resources

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## Staff Classification Description – Sr. Business Analyst II

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N568 (E1)  
**Grade:** 25  
**Date:** 07/2018

**Department:** Information Technology

**Educational & Experience Requirement:** Bachelor's degree with a major in computer science, business or related field from an accredited institution. Six years relevant experience in directly related field is required. An ITIL Foundation, a tier 3 certification, and the CCBA certification are required. History of professional growth as evidenced by the acquisition of professional development and certification. 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:** Serves as a mentor and subject matter expert for one or more teams supporting related ERP and third-party systems.

**Supervision Given & Received:** Works under broad direction. Leads Business Analysts in projects involving multiple department staff. May supervise work teams of student workers or other staff members. Serves as a member of project management teams and project teams.

**Primary Responsibilities:** Plans, schedules, assigns, and coordinates programming and reporting projects to fulfill user needs. Analyzes proposed computer applications and makes recommendations regarding how to best build or buy applications to meet requirements. Determines requirements from complex functional processes to support project and application solutions. Serves as a point of contact for detailed and crisis communication between constituents and Enterprise Services. Collaborates with functional and Enterprise Services staff to generate complex process-level documentation. Reviews functional requirements with other Enterprise Services staff to create technical specifications and design complex solutions. Creates and customizes reports. Leads and mentors functional and Enterprise Services staff in testing programs and reports, creating related documentation and ensuring programs and reports function efficiently. Designs and implements test plans for ERP or other third-party applications. Organizes and leads design project teams to address interdepartmental solution development in which Enterprise Services is a stakeholder. Leads efforts in designing solutions as well as assisting other Enterprise Services staff in designing solutions. Translates technical requirements to functional staff members. Plans and coordinates staff development for other Business Analysts. Assesses and troubleshoots issues in collaboration with other Enterprise Services staff. Performs other related duties as assigned.

**Other Specifications:** Advanced abilities with SQL in support of ERP processes, reporting, and other third-party applications. Possess the ability to translate technical requirements to functional staff members in effective manner. Possess an expert level of knowledge for business processes for two functional areas.

**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.**