ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Business Systems Analyst Lead/1528

Business Systems Analyst Lead

Employees in this classification lead or provide first supervision to Business Analysts or other professional staff. Researches, analyzes, designs and maintains university systems in support of human resources, finance, payroll, grants, student or other university operations systems or projects. Continually monitors business needs and designs new or modifies existing systems to meet changing requirements. Serves as liaison with university personnel in resolving configuration, programming and related issues.

Possesses and applies comprehensive knowledge of particular field(s) of specialization to the completion of highly complex/precedent setting assignments. Interprets and applies organization policy. Recommends changes in procedures. Employees in this classification typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters, which often have significant university-wide impact. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in Business, Management Information Systems, or related field AND five (5) years of professional experience in procedural, management, or business analysis work; and one year of experience directing the work of professional staff. A Master's Degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the education requirement on a year-for-year basis.