PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

ENTERPRISE BUSINESS ANALYST
(SEIU Local 1021 Salary Range 118)
Job Code: 785

CLASS PURPOSE

Under general direction of the Information Technology administrator, the Analyst will be responsible for mapping user requirements to PeopleSoft Finance and/or Human Capital Management functionality, identifying opportunities for process improvements, implementing approved solutions and providing end user documentation and training. The analyst analyzes business processes to meet end-user needs and provides guidance to business process owners on process improvements. Supports testing and change management through test development, analyzing impact of change, and providing ongoing end user support and system maintenance.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Perform professional-level duties in the evaluation, design, development, testing, implementation, documentation, research, data compilation, and analysis of business processes to prepare a variety reports and make related recommendations district-wide.

- Proactively seeks to identify, evaluate and define complex systems objectives based on knowledge of applicable business practices, processes and systems and industry standards. Considers the implications for end-users and process administrators of applying technology to the current and future business environments.

- Collaborate with campus/district subject matter experts to understand and document existing business process, identify gaps and areas of improvement and acts as a liaison between the subject matter experts and programmers.

- Collaborate with implementation team to ensure all the business requirements captured in test cases.

- Implement solutions through configuration and business process management development; Works closely with clients and leadership to recommend changes and work through obstacles.

- Analyze, document, and evaluate alternative solutions within a team environment.

- Support PeopleSoft Finance and/or HCM users through system demonstrations, consultations, training, and technical support.

- Provide support to Systems Technology Analysts and Applications Software Analysts/Programmers for the development of test cases and test scripts for system testing, system integration testing, and user acceptance testing according to test plans. Ensure all software and reports are functioning properly through the detailed execution of test cases.

- Assist Project Manager, System Analysts, and Applications Software Analysts/Programmers in developing project plans and lead end user documentation activities.

- Facilitate cross-functional teams to address business process or systems issues during testing and operational activities. Work with subject matter experts/functional and make solution recommendations to ensure that user requirements are met in a timely and efficient manner. May lead the implementation of approved solutions.

- Write and/or update system documentation.

- Provides support on new applications and participates in other functional support activities as required.

- Completes configuration, testing, training and deployment for new projects

- Provides training to business users, including managers and staff members in other departments
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Two (2) or more years of college-level course work in business, computer applications, computer sciences, information systems or related field and four (4) years of increasingly responsible computer applications experience including the use of large software applications or information systems, and in the collection, analysis, reporting and presentation of data.

2. Knowledge of:

   Operational characteristics and general functionality of Finance and/or Human Capital Management software.
   Basic database principles and concepts.
   Methods and techniques of developing and writing technical documentation.
   Methods and techniques of developing reports.
   Pertinent Federal, State and local codes, laws and regulations.
   Personal computer hardware and software components.
   General processes and procedures related to community colleges.

3. Ability To:

   Conduct analyses, prepare reports and make recommendations.

Provide functional support for the implementation and maintenance of Finance and/or Human Capital Management software applications.
Respond to and identify user needs and determine resolutions.
Detect, isolate and resolve applications problems.
Create and generate various reports, charts and other materials.
Work effectively with management, faculty and staff.

4. Possess excellent oral and written communication skills.
5. Ability to establish and maintain cooperative working relationships with those contacted in the course of the work.
6. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheets and database management software programs (e.g., MS Office Suite, MS Word, MS Excel, MS Access and MS PowerPoint) and the Internet browser, websites and email.
7. Demonstrate cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university institution in management information systems, organizational psychology, business administration or a closely related field.
2. Advanced knowledge of table structure and schema of PeopleSoft Finance and/or HCM.
3. PeopleSoft Upgrade experience.
4. Demonstrated experience performing business analyst functions, such as writing functional design specifications, configuring PeopleSoft, developing test scripts, implementing solutions.
5. Advanced knowledge of business and process analysis functions.
6. Excellent organization skills and attention to detail, including the ability to prioritize and manage multiple tasks and activities.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color

- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED
- Standard Office Equipment.

Revised: March 2022