



## Job Description

<b>Position Title:</b>	Business Analyst I
<b>Job Title:</b>	Business Analyst I
<b>Function:</b>	Information Technology
<b>Family:</b>	IT Applications
<b>Reports to:</b>	Director Business Information Systems

Terms of Employment:					
<b>Pay Grade:</b>	E17	<b>Minimum Salary: *</b>	\$69,460	<b>Mid-Point Salary:</b>	\$84,391
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the <a href="#">Compensation Resource Manual</a> . Annualized pay may be pro-rated based on actual start date.					
<b>Minimum Work Days:</b>	230	<b>Type of Assignment:</b>	Full-Time; Exempt	<b>Contract Type:</b>	Non-Chapter 21
<b>Funding Source:</b>	This position is locally funded				

### Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

### Position Summary

The Business Analyst needs to be familiar with HCM and Finance ERP databases, security, data flow and integrations. Provides technical support of ERP system modules. Facilitates meetings and discussions between ERP vendor and Human Capital Management (HCM) and Finance and identifies barriers, roadblocks, timeline delays. Provide technical analysis, data services and improved operational efficiency for the Finance and HCM offices. Analyze department needs, determine technical requirements, and develop data solutions and efficient reporting solutions. Support supplemental systems and ensure integration where needed.

### Essential Functions / Key Responsibilities

1. Collaborate with Finance and HCM staff to develop and recommend new or revised system specifications for ERP and ancillary systems.
2. Facilitate strategic planning initiatives for future development and enhancements to the Finance and HCM ERP and third-party system software.
3. Manage all phases of technology projects (initiation, planning, execution, closure) for district initiatives related to Finance and HCM.
4. Elicit requirements through analysis, interviews, business process descriptions, and document data and process flows.
5. Work with end users to document operational processes and procedures and store in a repository.
6. Critically analyze Finance and HCM systems to maximize effectiveness and efficiency while meeting District requirements.
7. Ensure integration and data flow between ERP and systems is accurate.
8. Create and execute ad-hoc queries, reports, and data solutions.



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9. Review ERP product roadmap, release guides and perform system and application testing as required.
10. Troubleshoot problems with the Finance and HCM systems, report issues to vendors and oversee problem resolution to a timely completion.
11. Mentor less experienced team members on ERP system support and data reporting.
12. Assist District program directors and principals with Finance and HCM data collection procedures, reporting, and security audit reviews.
13. Develop and publish documentation and procedures associated with Finance and HCM processes and data systems.
14. Prepare presentations and conduct project meetings and training for a variety of audiences.
15. Coordinate and evaluate material provided to District staff for quality, timeliness, and consistency.
16. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- Bachelor's Degree from an accredited college or university or 4 years equivalent experience.
- 3+ years of progressive experience with ERP systems and business applications.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### Preferred Requirements

- Bachelor's Degree from an accredited college or university in Computer Information Systems, Computer Science, Business, Mathematics or related field.
- 5+ years of progressive related experience.

### Knowledge, Skills & Abilities

- Knowledge of Finance and HCM processes, data flows and overall system integration.
- Strong office productivity software skills with Word, Excel, PowerPoint, Outlook, and Teams.
- Strong SQL knowledge including ability to develop SQL data queries, scripts and execute the queries and scripts for data reporting.
- Knowledge of industry-standard databases, report-writing and analytical software such as Crystal Reports.
- Working experience/knowledge with at least two of the following: relational DBMS, SQL Server, database management tools like DB Visualizer, SQL Developer, or PL/SQL developer, Microsoft Access VBA or reporting writing tools like Crystal reports, Argos reports, or Jaspersoft.
- Demonstrated ability to foster innovative technology solutions.
- Excellent analytical and problem-solving skills.
- Ability to interact successfully with people at various levels in the organization.
- Strong presentation skills and training methods and procedures.
- Mature interpersonal communication, organizational and time management skills.
- Ability to read and interpret technical material and communicate concepts in non-technical terms.
- Ability to administer, troubleshoot, and implement ERP software.



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### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: ..... Date: .....