

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUSINESS ANALYST, EXECUTIVE

Reports To: Designated Supervisor

UW Job Code: 3999

UW Job Family: 32 - Administrative Support

SOC Code: 13-1111

FLSA: Exempt

Pay Grade: 24

Date: 2-1-96 (revised 12-1-01; 7-1-02; 7-1-04; 4-1-17)

JOB PURPOSE:

Responsible for facilitating business process teams in conducting operational and process analysis. Generate recommendations for technical solutions for division-wide business process redesign including proper hardware/software platforms and methodologies. Act as project leader in analysis and implementation of administrative business systems with university-wide impact. Prepare long-range strategic computerization plans consistent with business process recommendations. Plan and execute coordination and integration of computer programs to ensure cost-effective utilization of resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate business process re-engineering by providing recommendations to improve efficiencies through technology. Participate in business process modeling sessions, acting as a documentarian, co-facilitator, facilitator or subject matter expert in sketch sessions.
- Review proposed automation solutions for prioritization and applicability.
- Conduct research and evaluation on new techniques, products, methodologies for application in process redesign. Conduct interviews and perform analyses to create business cases for projects.
- Train staff in use of business systems and hardware/software platforms.
- Provide coordination and integration of computer systems and programs in business-related functions.
- Act as designated liaison with the divisions and departments in performing process design and analysis.
- Assist designated office(s) with application and hardware/software systems. Make recommendations to improve designated office(s) efficiencies through technological and process redesign.
- Review proposed administrative applications to assure that integration of business process redesign occurs with appropriate technology.

- Conduct presentations on computerization plans, needs and budgets. Communicate with directors and administrators on technological requirements and trends.
- Prepare and update strategic plans for utilization and integration of technology into business processes.

SUPPLEMENTAL FUNCTIONS:

- Maintain appropriate hardware/software supporting local area network(s) for administrative use.
- Maintain current knowledge of technological advancements and trends in the computer arena.

COMPETENCIES:

- Attention to Detail
- Analysis/Problem Identification
- Consistency
- Judgment
- Quality Orientation
- Technical/Professional Knowledge
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business, Management Information Systems, Computer Science, or a related field**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic principles, methods and techniques of computer systems, operations and software specific to the area.
- Experience with data process modeling
- Training principles, concepts, techniques, and their practical applications.
- Procedural analysis, work simplification methods, quality improvement methods, staff utilization and business re-engineering.
- Project management principles.
- Statistical measures and the application of quantitative and qualitative analysis.
- Strategic planning for technology and business processes.

Skills and Abilities to:

- Prepare reports, charts, layouts, forms and other supporting materials.
- Maintain effective working relationships.

- Quickly turn around data requests.
- Make presentations clearly and concisely, both orally and in writing.
- Communicate effectively with a variety of constituents. Answer questions and provide meaningful feedback.
- Perform quantitative and qualitative analyses.
- Interpret financial reports and statements.
- Conduct research and evaluation on new techniques, products, and methodologies for process redesign.
- Coordinate and integrate computer systems and programs in business-related functions.
- Effectively communicate technical information orally and in writing.

WORKING CONDITIONS:

Standard office environment; regular exposure to terminal video displays; occasional exposure to electrical hazards; some work performed in confined spaces.

DISTINGUISHING FEATURES:

This position works at a divisional or enterprise-wide scope.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.