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| **CAREER FAMILY:** Information Technology | **CAREER SERIES:** Business Systems Analyst | | **CAREER LEVEL:** Entry | |
| **CLASSIFICATION TITLE:** Business Systems Analyst – Entry | **JOB CLASSIFICATION CODE:** | **FLSA:** | **EEO CODE:** | **CAREER SERVICE STATUS:** |
| **CLASSIFICATION SUMMARY:** The Business Systems Analyst – Entry (BSA) applies business acumen to learn enterprise business processes and to analyze, develop/design, implement, modify, and install low to moderately complex business requirements and processes. This may include system support for enterprise resource planning (ERP) applications. The BSA – Entry will develop, draft, and communicate technical specifications and testing plans; assist in recommending, designing, testing, and implementing system upgrades and improvements; and will contribute to education, training, and change management activities to support end users as needed. This position will work under close supervision with more senior analysts in a support role or project team member role. | | | | |
| **DUTIES:**   * Establish business customer relationships and understanding of customer business processes and needs.   Apply structured requirement processes and methodology to identify business priorities. * Assess, analyze, plan, execute, and facilitate change management activities, or advise on best practices, to ensure end-user readiness and change adoption. * Assist in documenting current processes and business models; assist in business process redesign. * Provide customer support through reporting, research, and documentation; ensure IT solutions meet the business needs of the business partner. * Participate in analysis, design, and implementation activities to deliver production system, function, and business improvements. Learn best system utilization and practices for optimization. * Participate in user test case documentation and test result validation. Participate in test planning and execution. Align with software quality assurance (SQA) as needed. * Engage in investigations and problem statements; escalating issues as appropriate. * Participate in education, training, and change management activities to optimize use of the ERP and/or other system and functions. * Troubleshoot problems; participate in recommendations for resolution; identify technical assistance and problem resolution needs. * Engage in ERP applications work as assigned, to sustain, improve, and optimize solutions and utilization, such as Oracle E-Business Suite (EBS), PeopleSoft, Enterprise Performance and Budgeting Management (EPM), and related BI/Analytics and reporting systems. * Contributes to specific objectives and outcomes. * Perform other duties as assigned. | | | | |
| **REQUIRED EDUCATION:**  Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position | | | | |
| **REQUIRED LICENSES/CERTIFICATIONS:**  Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required | | | | |
| **CLASSIFICATION HISTORY:**  MM/YYYY - Created | | | | |