



## Classified Employee Position Description

### SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 1462 - Info Technology Consultant	<b>b. Competency Level:</b> 3
<b>c. Effective Date</b> 5/6/2015	<b>d. Position No:</b> H99813
<b>e. Working Title:</b> Business Systems Analyst	<b>f. Work Unit:</b> ITS
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> Mike Corbitt
<b>j. Work Location:</b> Klamath Falls campus	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Exempt	<b>Eligible for Overtime:</b> No

### SECTION 2. PROGRAMMING INFORMATION

**a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.**

The Business Systems Administrator functions as a liaison between all administrative, auxiliary, and academic organizational units, technology teams, and support teams to enhance delivery of technology and business related services.

**b. Describe the purpose of this position and how it functions within this program by completing this statement:**

This position critically evaluates business processes and needs to create or improve process flow of functional units within an enterprise system. This employee also works as a project administrator to establish goals, metrics, and tasks necessary to further enterprise technology systems that benefit Oregon Institute of Technology. Additionally, this position functions as an information security auditor to disseminate information and procedures and ensure their adherence to policies and other governing documents.

### SECTION 3. DUTIES

#### a. Major Duties

Business Analysis:

15% - Studies administrative, auxiliary, and academic operations and identifies areas of potential improvement on an on-going basis.

5% - Assists administrative, auxiliary, and academic clients in developing documented standard operating procedures within technology based systems.

5% - Work with functional clients and IT staff to troubleshoot problems as they arise.

2% - Investigate new information system technologies and their practical application where appropriate.

1% - Document existing operational activities.

**Project Administration:**

30% - Prepare technology and business related project plans and schedules, including requirements, tasks, work assignments, resources, and the inclusion of project milestones and review points for all information system projects.

10% - Work as a liaison between administrative, auxiliary, and academic organizational units, technology teams and support teams to successfully complete technology related projects.

10% - Assist in maintaining and managing existing enterprise software applications and communicate changes to campus.

5% - Perform ad-hoc user training for software applications.

10% - Coordinate testing of operational software prior to new implementation.

**Information Security:**

5% - Communicate security policies to administrative departments and work with them to ensure compliance and understanding of such policies.

2% - Perform security audits in administrative departments.

**b. Marginal Duties**

**SECTION 4. WORKING CONDITIONS**

**Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.**

Extensive time spent working with a computer.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.**

Oregon Administrative Rules (OARs)

**b. How are these guidelines used to perform the job?**

OARs are used to ensure guidance to the business systems used by the university.

**SECTION 6. WORK CONTACTS**

**With whom outside of co-workers in this work unit must this position regularly come into contact?**

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often</b>
Vendors	Phone, email, in person	Function as a Coordinator for technology/software projects.	Monthly
ITS	Phone, email, in person	Work with ITS staff to troubleshoot problems and realize solutions. Sharing of information to improve process flow and implement business changes. Function as administrator for projects and work as a liaison between ITS and other departments.	Daily
USSE	Phone, email, in person	Conduct coordination of technology/software projects.	Monthly
Faculty and Staff	Phone, email, in person	Provide support and functional guidance for enterprise software.	Daily

## **SECTION 7. JOB-RELATED DECISION MAKING**

**Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.**

This position works as a project administrator to establish goals, metrics, and tasks necessary to further enterprise technology systems that benefit Oregon Institute of Technology. Determines the best approach and scope of technology related projects, including time and resource (employee capital) commitments. Maintains their own work schedule and works independently on multiple tasks and projects.

## **SECTION 8. REVIEW OF WORK**

**Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?**

The Manager of Application Support, Information Technology Services (H99598). The review is performed annually to ensure the work is being completed accurately and fully. Informal verbal reviews occur regularly.

## **SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

**Any other comments that would add to the understanding of this position:**