

**Business Analyst
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=156974>

Downloaded On: Jun. 25, 2021 2:39am

Posted Apr. 5, 2021, set to expire Jul. 1, 2021

Job Title	Business Analyst
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Apr. 5, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory Information Technology
Apply Online Here	https://apptrkr.com/2210135
Apply By Email	
Job Description	

Business Analyst

Position Number: 2013141135

Department: Information Technology

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 7:30 a.m. - 4:30 p.m.

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Salary Range: A-120

Salary: Steps 1 - 6: \$6,714 - \$8,570 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 04/02/2021

Initial Screening Date: 04/28/2021

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on April 28, 2021 (Initial Screening Date) are assured consideration.

Applicants must submit all of the following materials online unless otherwise noted at Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under the general supervision of the assigned manager in collaboration with the Director, IT Project Implementation and Fiscal Integration, assists with processes within the department with automating office

procedures and transforming day-to-day operations to paperless electronic processes. The incumbent is specifically responsible for expanding accessibility of data driven systems, by leveraging varied resources, including student and information management systems, such as OnBase and Banner, to store, manipulate and electronically capture or transfer data necessary for business operations. The incumbent will also provide the expertise to properly document, implement, support and train on office automation solutions and ensure data quality, integrity and accuracy. Collaborates with and acts as a liaison to the College's Information Technology Department (IT) in order to ensure technological integration between IT assigned area(s).

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and work assignments from the assigned manager. Receives oversight from the Director, IT Project Implementation and Fiscal Integration to ensure integration with the College's Information Technology Department.

CLASS CHARACTERISTICS

This is a specialized classification responsible for assisting departmental managers and staff users with implementing electronic systems that replace existing paper bound processes and transactions. Incumbents are expected to possess knowledge of business process mapping and information management applications

necessary to implement electronic solutions that maximize efficiency and improve the accuracy and timeliness of day-to-day and cyclical processes and transactions. This classification is distinguished from other information technology classifications by specializing in understanding and translating existing business processes into electronic solutions.

Essential Duties/Major Responsibilities:

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1. Assist departments with planning, conducting, and implementing office automation improvements to operational practices and systems in order to adhere to federal, state, and district rules and regulations, and enhance organizational effectiveness.
2. Oversee project specific database design and testing of data management systems to ensure the delivery of accurate, timely, and consistent quality data.
3. Provide functional support and training on document management and storage projects to areas in transition, as well as follow-up support once the transition is completed.
4. Develop and maintain data quality standards and related standard operating procedures and ensure adherence to the standards by federal, state, district, and external vendors.
5. Responsible for the overall data management operations process, supporting projects/programs, standards and security associated with assigned projects; implement and maintain internal data management standards (ensuring compliance with any related laws and regulations such as HIPPA and FERPA), external data transfer, and documentation processes for messaging and dashboarding.
6. Maintain frequent contact with departments and personnel throughout the college, other IT management and staff, contract programmers and external information systems vendors.
7. Coordinate efforts between departments, IT units, and external participants to improve departmental workflows.
8. Support improvement initiatives to enhance efficiency and quality of IT deliverables.
9. Perform needs and outcomes assessments as needed to assess process improvements.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Business process documentation and mapping.
2. Information technology, networking and security standards, and privacy standards and regulations (such as HIPPA and FERPA).
3. Principles, practices, and methods of data system security.
4. Business and Student Information Systems (e.g. OnBase, Banner, Oracle SQL in a production environment).
5. Principles and practices of computer operations, data processing and analysis functions, and production of computerized forms, documents, and reports.
6. Principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.
7. Principles, practices, and methods of operating computers and peripheral equipment.
8. Procedures for creating and modifying systems.

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9. District data processing systems and software applications.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Record keeping principles and procedures.
12. English usage, grammar, spelling, vocabulary, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Develop solutions using Oracle SQL in a production environment.
2. Develop sophisticated, efficient database queries from a highly-normalized Oracle database.
3. Design, develop, implement and execute business process improvements.
4. Analyze customer requirements and propose effective and efficient technical solutions.
5. Plan, organize and prioritize work tasks and manage assigned projects; meet established deadlines.
6. Interpret, apply, explain, and ensure compliance with applicable District standards, policies, and procedures related to assigned area of responsibility.
7. Compose clear and concise correspondence and reports.
8. Understand and follow oral and written instructions.
9. Establish and maintain a variety of filing, record keeping, and tracking systems.
10. Operate modern office equipment including computer equipment and specialized software applications.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelors degree from a regionally accredited college in computer science, information systems, information technology, or a related field, and three (3) full-time equivalent years of progressively responsible experience in process and data requirements, design mock-ups, prototypes

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and statements of work, preferably in a higher education setting. Working knowledge of document management systems and an effective project management track record is also required.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes.

Incumbents may interact with

staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification

occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

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Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [\[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf\]](http://www.mtsac.edu/safety/pdf/ASR_2017.pdf)Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]](mailto:employment@mtsac.edu)employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be fully reimbursed (at the economy rate). Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

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Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications



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from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/2210135]https://hrjobs.mtsac.edu/postings/8196

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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