Senior Business Analyst, Transformation (0657U),
University Development and Alumni Relations - 7213
University of California, Berkeley

Job Title	Senior Business Analyst, Transformation (0657U), University Development and Alumni Relations - 7213
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Alumni Relations
Apply Online Here	https://apptrkr.com/5572447
Apply By Email	
Job Description	

Senior Business Analyst, Transformation (0657U), University Development and Alumni Relations - 7213

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

Senior Business Analyst, Transformation (0657U),
University Development and Alumni Relations - 7213
University of California, Berkeley

distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our Guiding Values and Principles, our Principles of Community, and our Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

University Development and Alumni Relations (UDAR)

University Development and Alumni Relations (UDAR) helps build Berkeley's excellence through communications, public outreach, and fundraising, all to raise public awareness about Berkeley and increase private philanthropy. UDAR provides overall direction for the campus's philanthropic advancement strategies and strengthens campus unit development in partnership with campus fundraisers. It handles a range of central activities and services encompassing prospect development, communications, donor stewardship, gift management, data management, and more.

Advancement Operations Unit

University Development and Alumni Relations (UDAR) strengthens Berkeley's excellence through engagement with alumni, parents, undergraduate and graduate students, and friends of the University, raising public awareness about Berkeley and increasing private philanthropy. UDAR provides overall

direction for the campus philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. The Division handles a range of central activities and services encompassing communications, stewardship, prospect development, data management, gift management, reporting and analytics, and more.

Advancement Operations develops and delivers the centralized business systems and services that support the work of UC Berkeley's 30 decentralized fundraising units-helping them collaborate and communicate in order to maximize their collective results. Advancement Operations also provides governance through its role as the official source of alumni and fundraising data. The Advancement Information Services (AIS) unit develops and delivers the primary business data and systems that support the work of UC Berkeley's centralized and decentralized fundraising activities. AIS oversees several interrelated information technology systems and tools, including the Cal Advancement Data System (CADS), the database in which advancement professionals research and record fundraising activity. AIS encompasses three units: Data and Business Solutions, Technology Services, and Strategic Planning and Management.

Strategic Planning and Management Team

The Strategic Planning and Management (SPM) group in Advancement Information Services (AIS) serves as the central strategic planning, portfolio and project management resource overseeing the standardization and adoption of procedures, processes, tools, and artifacts used by all technology and data teams for technology and data projects and priorities throughout UDAR. SPM provides the expertise that enables the successful management and execution of technology and data projects and operational initiatives that fulfill the University's philanthropic mission. SPM provides strategic planning and decision support to UDAR's Technology and Data Governance body. Key stakeholders also included in Governance are campus development and alumni relations community.

Position Summary

The **Senior Business Analyst**position within AIS Strategic Planning and Management (SPM) involves technology based analysis of transformational business practices, processes, systems and technology; developing solutions which may involve process design, data and information architecture, software development, policy or procedural changes, and communication of data and information architecture. The position is responsible for creating specifications for systems to maximize employee adoption and usage and minimize adoption resistance. The position develops framework and solutions which involve planning and executing unit integration and enduser acceptance; may develop training materials for system implementation in the field of advancement. Partners with UDAR Data, Solutions, Technology,

Senior Business Analyst, Transformation (0657U), University Development and Alumni Relations - 7213
University of California, Berkeley

and Development teams and business clients to drive faster adoption, increased utilization and greater proficiency of the technology enabled changes that impact employees in the organization to achieve benefit realization goals, value creation, and ROI. Also collaborates with crossfunctional teams to solve complex business or systems issues.

Application Review Date

The First Review Date for this job is: 9/7/2024

Responsibilities

- Applies advanced business analysis concepts to identify, evaluate and define highly complex systems scope and objectives based on advanced knowledge of applicable business practices, processes and systems and industry standards to meet end-user needs. Works at the highest technical level of various phases of systems analysis. Considers the business implications of applying technology to the current and future business environment.
- An example of this is providing structured methodology and leading transformational change activities related to data/technology projects and measured by organizational adoption. Create and associate business analysis requirements framework, complete with actionable deliverables for the five change management levers: communications plan, sponsor roadmap, coaching plan, training plan, and resistance management plan.
- Initiates, designs or modifies highly complex systems and procedures where standardized policies or procedures may or may not exist. Creates highly technical specifications for systems with broad impact within UDAR and advancement. Develops unit integration and acceptance testing plans and scenarios. May lead cross-functional teams to address complex business or systems issues.
- Creates a highly detailed transformational framework that will apply to all data and technology projects. Identifies, researches, analyzes and develops procedural documentation and change management, including standard templates and risk registers for dashboard reporting.
- Initiates, facilitates, implements and documents work process changes. Prepares and approves or obtains approval for business process and procedural documentation. Initiates and oversees changes in processes, procedures and adoption metrics. Sets the technical requirements for complex specifications.
- Enables project teams to evaluate and ensure user readiness; and stakeholder management as part of the project implementation process. Initiates, creates, designs and defines measurable success metrics to enable project managers to monitor user adoption. Partners with project managers to ensure this is part of all issue tracking and reporting within technical projects.
- Performs highly complex analysis of business and user needs, documentation of requirements and translation into proper system and process requirement specifications. Provides advanced support and training on new applications. Mentors experienced Business Systems Analysts and

Senior Business Analyst, Transformation (0657U),
University Development and Alumni Relations - 7213
University of California, Berkeley

may lead a team of business analyst professionals.

- Provides advanced support on communication efforts; and supports training on new applications. Coordinate efforts with project managers and business system analysts to integrate change management activities into project plans. Support organizational design and definition of roles and responsibilities.
- Participates in professional development related to this field to enhance knowledge, expertise and efficiency for related analysis work.

Required Qualifications

- Advanced knowledge of business analysis function. Advanced knowledge of business processes and procedures. High level strategic thinking skills and critical attention to detail a must.
- Demonstrated experience with process analysis, systems analysis, process architectures, change management principles, and systems analysis methodologies and tools.
- Understanding and skill in complex process and systems requirement documentation standards, such as Use Case modeling, User Story creations and narrative description.
- High level interpersonal and communications skills and ability to work with both technical and non-technical personnel at various levels in the organization. Good interviewing, facilitation, and presentation skills are a must.
- Verbal and Written Communication; requires a high level of professionalism and ability to communicate successfully with a variety of colleagues at all levels within the organization.
- Advanced knowledge of and experience with technology based transformational change planning with a solid understanding of the impact and degree of change during technology based projects.
- Proven ability to adapt and creatively solve problems. Self-motivated and works independently and as part of a team. Able to learn effectively and meet deadlines. Ability to establish and maintain strong relationships.
- Demonstrated skills needed to develop process and system implementation plans.

Education Level

- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Knowledge of fundraising and advancement concepts and practices. Familiarity with current industry trends in both advancement and IT.
- Knowledge of campus and system-wide fundraising and financial processes and procedures.

Senior Business Analyst, Transformation (0657U),
University Development and Alumni Relations - 7213
University of California, Berkeley

- Business Analytics certification.
- Change management certification or designation desired; Prosci Certification a plus.

Salary & Benefits

This is a 3-year, full-time (40 hours/week) contract appointment, eligible for UC benefits. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is $117,000 - $132,000, commensurate with experience.

- This position is eligible for up to 95% remote work.
- This is not a visa opportunity.

How to Apply

To apply, please submit your resume and cover letter.
Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.
Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified

Senior Business Analyst, Transformation (0657U),
University Development and Alumni Relations - 7213
University of California, Berkeley

applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the U.S. Equal Employment Opportunity Commission poster.

The University of California's Affirmative action policy.

The University of California's Anti-Discrimination policy.

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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

Contact

N/A

University of California, Berkeley

,