

Senior Business Systems Analyst (0657U), University  
Development and Alumni Relations - 77948  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256425>

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Posted May 1, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Senior Business Systems Analyst (0657U), University Development and Alumni Relations - 77948
<b>Department</b>	University Development and Alumni Relations
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 1, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Information Technology
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**Job Description**

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**Senior Business Systems Analyst (0657U), University Development and Alumni Relations -  
77948**

### About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

### University Development and Alumni Relations Overview

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 Unit Overview

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.

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## **Solutions Management Team Overview**

The Solutions Management (SM) team is responsible for project management execution, business analysis, and ongoing solutions support/process improvement serving stakeholders across campus. Our focus is on providing solutions leveraging existing tools, applications, and processes to benefit the organization as a whole. Our team of seasoned business analysts and project managers take on small and large projects from data integrations to the implementation of new tools and services.

## **Position Overview**

The **Senior Business Systems Analyst** involves technology-based analysis of business practices, processes and problems in support of UDAR-initiated projects assigned to the Solutions Management team. Develops solutions which involve process design, data and information architecture, software development and policy or procedural changes; creating specifications for systems to meet requirements; validating requirements against stakeholder needs; designing details of automated systems; developing user interface design; planning and executing systems integration and end-user acceptance testing; may develop training materials for system implementation. Manages small to medium projects and performs and documents business analysis and communicates with stakeholders throughout the project lifecycle. Serves as a translator and liaison between business stakeholders and UDAR technology and data teams. Partners with UDAR Data, Technology, Strategy and Development teams and business clients to support adherence to standards and collaborate with cross-functional teams to solve complex business or systems issues.

The **Senior Business Systems Analyst** applies advanced business analysis concepts and a comprehensive knowledge of fundraising management principles to resolve a wide range of highly complex operational issues and technical and data projects to meet the philanthropic objectives of the university. Collaborates with management and campus-wide teams to implement solutions and achieve program goals. Regularly works on highly complex issues where analysis of technology or data requires an in-depth evaluation of variable factors. Exercises good judgment and expertise in selecting methods, techniques and evaluation criteria for obtaining results. Performs complex analyses using sophisticated analytics tools and systems. Recognized subject-matter expert in the field. Able to communicate with a diverse body of stakeholders on data, process and technical solutions.

## **Application Review Date**

The First Review Date for this job is: May 23, 2025

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## Responsibilities

- Working with UDAR and campus stakeholders to define and document the issues for analysis and solutions. Applies advanced business systems concepts to define highly complex systems and system project scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Works at the highest technical level of most phases of systems analysis and implementation projects while considering the current and future business environment. Performs and documents effective business analysis following UDAR's established project guidelines and templates.
- Serves as a business analyst leader with a high degree of knowledge in the field and recognized expertise in the development and implementation of tools. Analyzes business and user needs, documentation of requirements, and translation into system requirement specifications or project charters and objectives using established UDAR project templates and resources. Creates technical and functional specifications for systems in partnership with Technology Services with broad impact on campus enterprise systems. Initiates and designs system specifications where there are no standardized policies or procedures. Initiates, designs or modifies procedures to solve complex data and technical problems considering equipment capacity and limitations, operating time, and form of desired results. Initiates, facilitates, implements and documents work process changes.
- Leads cross-functional teams with UDAR and campus advancement staff, often project based, to solve complex business or systems issues. May lead a team of business systems professionals. Guides and advises less-experienced Business Systems Analysts within the Solutions Management team and within other UDAR teams.
- In conjunction with the strategic planning and management function, assists with project initiation, planning and execution, focused on alignment of system implementation projects with scope and requirements and organizational goals. Update or produce needed project materials. Applies professional business analysis concepts and campus IT and project management policies and procedures in managing complex assignments.
- Participates in professional development related to this field to enhance knowledge, expertise and efficiency for data management work.

## Required Qualifications

- Advanced knowledge of business and process analysis functions.
- Advanced knowledge of related areas of IT.
- Knowledge relating to the design of processes and software across the organization.
- Advanced skills and methodologies associated with process and software design, modification

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and implementation.

- Demonstrated skills needed to develop process and system implementation plans.
- Demonstrated experience with process analysis, systems analysis, process architectures and systems analysis methodologies and practices including traditional waterfall, Agile, Agile Scrum, UML, UML Enterprise, et cetera.
- Understanding and skill in complex process and systems requirement documentation standards, such as Use Case modeling, User Story creations and narrative description.
- Demonstrated ability to work with others from diverse backgrounds.
- Self-motivated and works independently and as part of a team. Able to learn effectively and meet deadlines. Demonstrates problem solving skills.
- Advanced knowledge of business processes and procedures.
- Demonstrated testing and test planning skills.
- Demonstrated effective communication and interpersonal skills. Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization. Interpersonal and communications skills to work with both technical and non-technical personnel at various levels in the organization.

### Education Level

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

### Salary & Benefits

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.

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The budgeted salary that the University reasonably expects to pay for this position is \$125,000 - \$130,000, and is commensurate with experience, salary placement guidelines, and staff equity in UDAR and on the Berkeley campus.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

### **Other Information**

- This position is Bay Area-based and eligible for 90% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities, department needs and travel expectations, and are subject to change.
- This position is not eligible for Visa sponsorship.

### **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.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of

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misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

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



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**Contact**

N/A

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