



POSITION DESCRIPTION

Job Title: Business Applications Analyst
Salary Grade: 19
Date: September 26, 2008

Job Code: 3222
FLSA Status: Exempt

JOB SUMMARY

The Business Applications Analyst is responsible for serving as liaison between the Business Unit, Department, Group and Information Services, consultants, and vendors. Translates business needs into system solutions by identifying and analyzing business processes, software capabilities and system data flow, coordinating with Information Systems to implement business software system configuration modifications, change management, problem resolution and business reporting in critical corporate application environments.

ESSENTIAL FUNCTIONS

1. Applies and interprets accounting and computer principles, practices, theories, laws, procedures and terminology.
2. Identifies and analyzes business procedures, software capabilities, and business system configurations in order to ensure the best usage of critical corporate business systems.
3. Coordinates with Information Services change management associated with system implementation, conversions, and upgrades.
4. Performs problem resolution analysis for corporate applications in order to improve utilization and reliability of SAWS enterprise systems.
5. Formulates and prepares ad-hoc and project-related business reports to respond to departmental reporting needs.
6. Maintains current professional and technical knowledge, contributes to team effort, and secures cross-departmental confidences to provide quality service.
7. Tests diverse application systems and programs to maximize utilization to SAWS.
8. Maintains integrity of data in system and develops policies and procedures.
9. Performs other duties as assigned.

DECISION MAKING

- The Business Applications Analyst works under limited supervision.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Information Systems or business related field from an institution accredited by a nationally recognized accrediting agency.
- Three years' progressive experience creating reports using business software package reporting tools including three years' experience in project management, system analysis, and business software system configurations.
- Proficient in the use of word processing, spreadsheet, database, presentation software, and mainframe application languages.
- Proficient in training and preparing documentation of computer tools for users.

PREFEERED REQUIREMENTS

- Two year's experience with LAWSON HR/Payroll system and/or other HRIS systems
- Experience analyzing HR processes and process mapping and design
- Two years working within an HR department
- Experience working with HR metrics
- Experience in the use of Crystal report writer, Oracle, SQL or Visio
- Experience implementing and/or testing upgrades, and new HR modules
- Experience maintaining security access for HR system applications



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JOB DIMENSIONS

- Contact with internal and external customers, industry peers, outside agencies, and consultants.
- Communicates effectively, verbally and in writing.
- May be required to work hours other than regular schedule such as evenings and weekends.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Subject to sitting for long periods of time to perform job scope. Working conditions are primarily in an office environment.