

JOB INFORMATION

Effective Date	6/21/2021
Job Code:	3996
Job Title:	IT Business Analyst I
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	IT Project Mgt
Job Summary	Under direct supervision, the IT Business Analyst I is responsible for guiding the university toward business solutions to drive change and support business processes. Though technology may be used in forming a solution, the application of technology is a secondary goal. The Business Analyst assists the project team and customer in defining business requirements, works with the technical team in selecting the appropriate solution and coordinates the efforts of solution providers through project completion.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in information technology or related discipline	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	experience in business analysis, process and workflow analysis, and project management	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
Certified in Business Analysis - PMI	or Certified Business Analysis IIBA	within 1-1/2 Yrs	Required	

Licenses and Certifications

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Knowledge, Skills and Abilities

KSAs	Proficiency
• Project Management Life cycle	
• Different methods to elicit and document requirements	
• Solid organizational and time management skills, with the ability to handle multiple projects at once	
• Interpersonal skills	
• Microsoft Office and data visualization tools such as Microsoft Power BI	
• Communicate fluently and professionally both verbally and in writing.	
• Meet faculty, staff, and students with a service oriented attitude.	
• Ability to influence, develop and lead multi-disciplinary teams to achieve established objectives.	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Defines and documents business needs, clarifies scope and closely monitors changes to both requirements and scope. Makes sure the project deliverables match the documented requirements.	20%
• Identifies and recommends potential stakeholders, coordinates communication between solution team and stakeholders, manages expectations through constant communication and follow through during the entire lifecycle of the request. Keeps stakeholders engaged throughout the entire project lifecycle.	20%
• Recommends and/or consults with the technical team to shape short term and/or long term solutions to meet the needs of the business unit.	10%
• Prepares project schedules, timelines. Monitors the project and technical team's progress, keeping the stakeholders engaged where appropriate.	20%
• Coordinates and assists with the drafting, execution and completion of test plans to ensure the project deliverables meet stakeholder expectations	10%
• Evaluates project results by remaining engaged immediately after delivery of final product	5%
• Maintains awareness of university's technology solution inventory. Modifies solution inventory to keep in current with the university's technology ecosystem.	5%
• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices and participating in professional societies	5%
• Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
10%	domestic travel by automobile or airplane