

MT. SAN ANTONIO COLLEGE

Office of Human Resources

REQUEST TO FILL POSITION

SEP 18 2014 AM 10:21

**Instructions for completing this form are located below.

Position: Business Analyst
 Department: Information Technology
 Time (Percent time): 100% Term (months/year): 12
 Current Work Schedule (Days, Hours): Monday – Friday 7:30 a.m. – 4:30 p.m.
 Schedule (Range): A-120

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

This position is vacant due to:

- ☒ New Position
 (Attach draft job description)
- ☐ Resignation
- ☐ Retirement
- ☐ Termination/Dismissal
- ☐ Other _____

Employee: _____

Last day of employment: _____

Background and Rationale:

There are opportunities for business process improvements in every department on campus. A Business Analyst is needed to evaluate the current business process in a given area and recommend and apply the appropriate technical solution, resulting in improved service to students, staff and faculty. This year Mt. SAC will begin implementing a new document imaging/management system so it is critical to bring this position onboard soon so the incumbent can be involved in the planning and implementation of the new system.

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position.

This section MUST be completed in order to provide budget for the position.

Account Number(s): _____ % Amount \$ _____
 Account Number(s): _____ % Amount \$ _____

Funding: ☒ General Fund Unrestricted ☐ Restricted Funds, Categorical or Grant/Temporary Funded

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comment: _____

Please list the Account Number(s) where new position is to be **charged**.

Account Number(s): 11000.661000.21100.678000 100% Amount \$ 95,936-

Signature of Requesting Manager

Date

Signature of Vice President

Date

Fiscal Services Review Signature: ROSA Bx

Date: 9/19/14

☒ Funding available

Comments: _____

☐ Funding not available

Position Number: NEW

Contract Number: 223114

Please submit this form to the Office of Human Resources once the above signatures are obtained.

Reviewed by President's Cabinet. Date: _____

The following action was taken on the above request:

☐ Approved to fill immediately

☐ * Hold until further notice

☐ * Will not be filled

*Rationale: _____

**Instructions:

1. Requesting manager should submit form to appropriate VP for approval. The VP will then forward to Fiscal Services for approval.
2. If budget is approved, Fiscal Services will forward to HR. Human Resources will forward to President's Cabinet for review.
3. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).



**MT. SAN ANTONIO COLLEGE
PRESIDENTS CABINET REVIEW OF
REQUESTS TO FILL
9.23.14**

Position	Department	FTE	# of Months	Replacing	Approved	Denied	Reason for Denial
Business Analyst	Information Technology	100%	12	New Position			

*Postponed
Needs Cabinet
discussion*

Dr. Scroggins, President & CEO

9/23/14
Date

****Instructions:**

1. Human Resources to complete this form, attach copies of each Request to Fill, and submit to President's Cabinet for approval.
2. Human Resources will notify requesting manager regarding the decision of President's Cabinet (approved, denied, modified, etc.).
3. Human Resources will submit a copy of this form and copies of each Request to Fill to Fiscal Services.
4. Copies of this form will be attached to each Request to Fill and maintained by the Human Resources staff.

Business Analyst

September 10, 2014

Rationale

Technology enhancements over the past ten years have provided significant opportunity for business process improvements. Examples of these include sophisticated e-commerce applications, self-service applications on the web, ubiquitous internet access and mobile applications. However, our business processes at Mt. SAC have not kept pace with this transformation. A significant number of our processes continue to be manual and paper-based.

Even the Mt. SAC IT department, which should be on the cutting edge of innovation, still uses on-line PDF forms for user account request forms, security-class maintenance, project requests and Argos report requests. These forms are filled out and printed, signed manually, and are sent in campus mail to IT where they are processed and ultimately scanned.

This year Mt. SAC will begin implementing a new document imaging/management system (OnBase from Hyland) that has the potential to change the business processes in many areas, such as:

- Providing a means to collect transcripts in both electronic and paper form in a single repository, and post the coursework to Banner;
- Providing a means to collect financial aid verification documents, whether submitted in paper form or loaded by the student via self-service, and completing the checklist requirements in the database, reducing the time to awarding and disbursement; and
- Providing electronic forms that can be submitted on-line, stored in a single repository, and linked to a record in Banner, greatly reducing the cost, time and expense in printing, collecting and filing paper documents.

There are opportunities for business process improvements in every department on campus. A Business Analyst is needed to evaluate the current business process in a given area and recommend and apply the appropriate technical solution, resulting in improved service to students, staff and faculty.

Job Title: Business Analyst
Recommended Salary Range - 120

Primary Purpose:

The Business Analyst is responsible for working with various departments at Mt. SAC in their efforts to automate office procedures and transform their operations to paperless processes. This individual will manage the expanding accessibility of data driven systems, leveraging varied resources, including OnBase and Banner, to store, manipulate and electronically capture or transfer data necessary for business operations. Responsibilities include overseeing the design and conduct of automation systems, data collection/distribution and management systems; providing the expertise to properly document, implement, support and train on office automation solutions; and ensuring data quality, integrity and accuracy.

Essential Functions:

Assume leadership of the overall data management operations process, supporting projects/programs, standards and security.

Assist departments with planning, conducting and implementing office automation improvements to operational practices and systems in order to enhance organizational effectiveness.

Oversee project specific database design and testing of data management systems to ensure the delivery of accurate, timely and consistent quality data.

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.

Develop and maintain data quality standards and related standard operating procedures and ensure adherence to the standards by external vendors.

For any given project, 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.

Act as liaison between functional and technical teams and external vendors for data management and system matters.

Coordinate efforts between departments, IT units and external participants to improve departmental workflows.

Support improvement initiatives to enhance efficiency and quality of IT deliverables.

Perform needs and outcomes assessments as needed to assess process improvements.

Perform all other related activities as required.

Working Relationships: The Business Analyst reports to the Director, Enterprise Application Systems and maintains frequent contact with departments and personnel throughout the college, other IT management and staff, contract programmers and external information systems vendors.

Knowledge, Skills and Abilities:

Practical experience with Oracle SQL in a production environment, with the ability to develop sophisticated, efficient database queries from a highly-normalized Oracle database.
Experience designing, developing, implementing and executing business process improvements.
Excellent oral and written communication skills
Ability to work closely with a wide range of people possessing a broad array of skills
Self-starter with the ability to fulfill a variety of functions in a team environment without direct supervision
Knowledge of information technology, networking and security standards
Ability to analyze customer requirements and propose effective and efficient technical solutions
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

Education: Bachelor's degree required in computer science, information systems, information technology, or a related field.

Experience: A minimum of five (5) years of progressively responsible experience in process and data requirements, design mock-ups, prototypes and statements of work, preferably in a higher education setting. Working knowledge of document management systems and an effective project management track record required.

Experience with the Banner Student Information System and the OnBase document imaging system is preferred.