



## JOB DESCRIPTION

### Business Analyst

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 130
<b>DEPARTMENT:</b> Data & Information Group	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (Analytics & Accountability)	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 3/30/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

#### POSITION SUMMARY

The Business Analyst plans and performs analysis of user functions, processes and activities to improve computer-based business applications for the most effective use of money, materials, equipment, and people in order to meet the business needs of the user. Provides alternative business solutions by acquiring the appropriate business needs from the user and organizes those needs into a business design that will satisfy and accommodate the user's needs while preserving enterprise information and technological integrity.

#### MINIMUM REQUIREMENTS

**EDUCATION:**

- Bachelor's degree or equivalent combination of education and experience required.

**CERTIFICATION/LICENSE:**

- N/A

**WORK EXPERIENCE:**

- 2 years of experience in Information Technology including analysis of end user requirements.
- Experience within a K-12 setting preferred.

#### KNOWLEDGE, SKILLS & ABILITIES

- Ability to work effectively with colleagues including school-based personnel, community members, and external customers and vendors.
- Excellent verbal and written communication skills.
- Effective problem-solving and customer service skills.
- Great attention to detail and organizational skills.



- Proficient in Microsoft Suite, including Excel, Visio, PowerPoint, Outlook.
- Ability to effectively multitask with close attention to schedules and deadlines.
- Ability to work well independently and within a team.
- Ability to be flexible and adapt as needed between in-person environments.

### **ESSENTIAL DUTIES**

- Organizes and articulates the scope of business design including requirements, design details, costing, multiple designs, operations, user interfaces, cross-functional integrations, and related elements.
- Works closely with user leaders in justifying and then measuring the overall success of the business design (system).
- Integrates multiple designs to create a successful system (technologies and processes).
- Ensures the ongoing measurement and performance of the technologies in support of user's evolving needs.
- Interacts with project and operations managers (and sometimes user managers) in a way that ensures systems success.
- Periodically reports progress objectively to improve the system and APS.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.



***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***