



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Business Analyst III, Facilities & Maintenance	Last Revised/Approved: 08/2019
Job Code: 1138	Reports To: Sr. Director, F&M
Office: Office of School Administration	Department: F&M

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Plans and coordinates the business operations in support of budget management, process improvement, contract administration, project management, data analysis, SOP creation and policy compliance. Works closely with the Department of Technology to manage the department's work station and network hardware. Administers the District's work management system (AIM).

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Manages collaborative projects to support district and departmental initiatives and goals, creates various department publications, works to update Administrative policies, coordinates software application upgrades and facilitates pilot programs.
- Ensures a smooth flow for the department's financial operations by researching and troubleshooting transactions in AIM and IFAS, complies audit responses, fields vendor calls, manages fixed assets in AIM, establishes custom funding for projects, provides data and reports for year-end and assists internal customers with ad hoc reporting requests.
- Compiles and conducts analysis of data from various sources to inform business decisions including benchmark data for budget comparisons, CGCS KPI Survey, contracting cost comparisons, and various ad hoc reporting.
- Codes, designs and deploys custom reports through the use of various tools including Excel Power Query, BiRT Report, SQL statement, ODBC Data Connections and AiM IQ (Pentaho).

- Promotes policy compliance through the development of department SOPs and operational guidelines as well as managing and monitoring a range of process improvements aimed at implementing internal controls, reducing costs, streamlining office functions and/or increasing productivity and effectiveness.
- Develops user guides and tutorials, creates customized training plans, coordinates and conducts training for end users and provides guidance to staff on an array of tasks.
- Manages the department's technology resources to include administering the work order system (AiM) creating and maintaining scripts and action codes, troubleshooting errors in software, researching solutions and maintaining Sharepoint group sites.
- Monitors the procurement process within the department, including advising on RFP creation, contract administration, DFMSSTORES inventory workflows and identifies opportunities for blanket contracts.
- Actively supports the MPS Five Pillars of Success.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in Business or a related field.
- Project management certifications are desired.

Experience Requirements:

- Three to five years of experience in managing large projects and procurement
- Previous public sector is desired

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- Evidence of effective networking and facilitation among diverse groups and agencies to bring groups together for a common goal.
- Adept with computer technology (e.g. Word, Excel programs, Visio, Web-based programs.)
- Database experience is desired.
- Must be able to develop reports, prepare written correspondence and board items.
- Must be able to work independently on time-sensitive and complex issues.
- Experience in procurement and experience in developing a budget is required.
- Effective research and analytical skills are necessary.
- Excellent problem solving and crisis management skills.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status,

sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

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