



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	2/20/2018	POSITION #:	FS9705
NAME OF INCUMBENT(S):			
JOB TITLE:	Assistant Business Analyst-Human Resource Systems		
DIVISION:	Finance, Administration, & Advancement		
DEPARTMENT:	Human Resources		
PAY TABLE/LEVEL/GRADE:	5	REPORTS TO:	FA9836

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|--|---|---|
| <input type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input type="checkbox"/> Bargaining Unit: _____ | <input checked="" type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input checked="" type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: *(This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)*

The Assistant Business Analyst-Human Resource Systems assists the Senior Business Analyst-HR Systems with both new and existing HR system functionality requirements along with analyzing the use of technology for the supported areas and recommending technical solutions that increase efficiency and compliance. The role encompasses researching, analyzing and understanding technical challenges, configuring systems to support identified business processes and resolving technical issues affecting business practices.

This position will support the Senior Business Analyst using a blend of HR business process and technical system knowledge ensuring systems deliver the functionality specified and will involve report writing, user acceptance testing, implementing upgrades, and assisting with system implementations. The position will aid in recommending and documenting process improvements along with providing reporting solutions to address data needs for management and functional users.

The Assistant Business Analyst will be responsible for assisting with training for staff members on all HR related technology systems.

DIRECT REPORTS: *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.*

%	No	Essential Duties and Responsibilities
15	1	Work with the Senior Business Analyst-Human Resources to coordinate the development of reporting. Ensure that reports are accurate, timely and provide critical information as needed by end users.
15	2	Work with the Senior Business Analyst-Human Resources to support the maintenance, data integrity, and continual improvement of the College's HR and related systems.
15	3	Investigate and document system issues; identify solutions and requirements; coordinate issue resolutions between functional user and IT.
15	4	Assist with system implementations and upgrades. This includes utilizing testing techniques to ensure thorough functional user acceptance testing and end to end integrity of HR data.
10	5	Assist with analysis of HR data and business processes and end user needs to support continual improvement and ensure compliance with all federal, state and institutional requirements.
10	6	Develop and maintain all needed business process documentation.
10	7	Assist with development, maintenance, and delivery of training to end users as appropriate.
10	8	Provide exemplary customer service to HR and other constituents who may request HRIS assistance. Assist with the design and maintenance of HR website and portal content.
	9	<i>Click here to enter text.</i>
	10	<i>Click here to enter text.</i>
	11	<i>Click here to enter text.</i>
	12	<i>Click here to enter text.</i>
	13	<i>Click here to enter text.</i>
	14	<i>Click here to enter text.</i>
	15	<i>Click here to enter text.</i>

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

Extensive knowledge of Human Resources and associated system requirements.

- Strong critical thinking skills to quickly analyze and resolve system issues effectively and efficiently.
- Ability to learn software systems and related interfaces (e.g., Banner, Cornerstone OnDemand, etc).
- Strong communication skills and the ability to collaborate and speak with college leadership, present and motivate diverse constituencies including faculty, staff, students, and the community.
- Ability to learn and understand the relationship of different HR processes and strategies to communicate effectively with employees at all levels of the organization.
- Ability to analyze data, processes, and complex situations to determine a best course of action.
- Ability to strategically review systems and emerging technologies to facilitate solutions and continuous quality improvements.
- Strong problem solving and critical thinking skills
- Strong organization skills and ability to balance multiple priorities and objectives.
- Ability to work as part of a team.
- Ability to work independently and manage multiple projects and deadlines.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required:

- Associate's Degree or equivalent combination of education and relevant work experience.
- Experience in information technology, human resources, payroll or other related field.
- Experience working in data entry, data analysis or report writing.

Preferred:

- Bachelor's degree from a regionally accredited institution of higher education
- Minimum of 3 years relevant work experience
- Experience with Banner HR System or other Human Capital Management operating system, relational databases preferred.
- Experience with reporting software such as Argos, Cognos, Crystal, and Tableau.
- Demonstrated project coordination experience in a fast-paced, changing environment preferred.

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent's Name (if any).		Incumbent's Signature*		Date
Supervisor's Name		Supervisor's Signature*		Date
Dean/ELT's Name		Dean/ELT's Signature		Date
<i>Note: Signature means approval, otherwise return for signatures.</i>				
Human Resources Rep.		HR Rep Signature		Date
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>				

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: FS9705

Date: *Click to enter a date.*

Supervisor's Position #: FA9836

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list: Whiteboard

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- | |
|--|
| <input checked="" type="checkbox"/> Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly) |
| <input checked="" type="checkbox"/> Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people) |

Visionary Functions:

- | |
|---|
| <input checked="" type="checkbox"/> Near acuity (at 20 inches or less when minute accuracy is essential) |
| <input checked="" type="checkbox"/> Far acuity (more than 20 inches when day and night/dark conditions are essential) |
| <input type="checkbox"/> Depth perception (3 dimensional vision, judge distances, space) |
| <input checked="" type="checkbox"/> Color vision (distinguish colors) |
| <input checked="" type="checkbox"/> Field of vision (up-down and right-left) |

Smell and Tasting Functions:

- | |
|--|
| <input type="checkbox"/> Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose) |
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Movement, Strength, Repetition Functions:

- | | | | | |
|--|-----------------------------------|-----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
| <input type="checkbox"/> Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time) | | | | |
| <input checked="" type="checkbox"/> Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally) | | | | |
| <input type="checkbox"/> Medium (exert 21-50 lbs of force, walk/stand frequently) | | | | |
| <input type="checkbox"/> Heavy (exert 51-100 lbs of force, walk/stand routinely) | | | | |
| <input type="checkbox"/> Very Heavy (exert over 100 lbs of force, walk/stand routinely) | | | | |

Environmental Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |