



Job Description

Job Title: Analyst-Business

JTC: CCO

Salary Range: N06

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for providing guidance, preparing and analyzing data to support management in the decision making process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A self-starter with demonstrated ability to collect, analyze, and prepare information to facilitate personnel, administration, and management decisions/functions of an organization. Able to consult with management to determine type, scope, and purpose of data, take initiative, proactively identify issues/opportunities and recommend actions. Provides analytical support and data analysis on projects and metrics.

Able to adapt to new technologies, be flexible when situations change and work in an ambiguous environment. Demonstrated ability to generate reports utilizing associated system. Must be able to understand and comply with organizational guidelines, policies and procedures. Must be able to keep up-to-date on best practices and technological changes in the market.

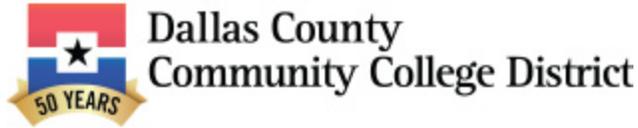
Ability to effectively transmit instructions and information through clear, concise written and verbal communication. Exercises patience and understanding when dealing with others. Demonstrates the ability to follow through with commitments. Able to work with diverse academic, cultural and ethnic backgrounds of the community college district.

Ability to use statistical methods to analyze data and generate useful business reports. Ability to work independently and in a team environment. Must be able to maintain confidentiality of information based on applicable laws and business guidelines. Utilizes sound judgment and maintains data integrity through attention to detail; able to prioritize and meet aggressive deadlines.

Able to effectively utilize listening and interpretative skills to identify needs and requirements and develop successful solutions. Promotes positive customer relations by actively clarifying and communicating expectations and objectives, interpreting policies and procedures and applying them fairly.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable



accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus four (4) years of work related experience. Official transcripts required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for analyzing and modeling existing business processes with the purpose of understanding and documenting current business procedures and identifying areas for improvement. Participates in or conducts surveys to collect and analyze data to determine the district's competitive position based on market analysis. Keeps management and users abreast of revisions to software applications, modifications, and workflow issues. Stays current with industry standards and district policies by maintaining professional and technical knowledge of best practices through professional development activities and/or other educational opportunities.

In a rapidly changing environment, responsible for performing feasibility studies and working with cross-functional teams to prioritize deliverables in assigned functional areas. Creates detailed documentation and translates it into functional specifications. Provides analytic support by coordinating data extraction from various databases and data interpretation. Maintain confidentiality and complies with business procedures and guidelines within specified student services, instructional or other business areas.

Maintains effective communication and working relationships with diverse stakeholders and constituents associated with assigned and related projects internal/external to the DCCCD network community. Acts as a resource person, collaborating with end users, to determine issues and ensure problems/inquiries are resolved in a timely manner. Serves as a liaison for colleges with district level support regarding system services.

In coordination/collaboration with IT team review and/or test new or existing software application programs and processes. Analyzes, documents and tests program development, logic, process flows and specifications. Responsible for reviewing business processes in order to gain understanding of current procedures, identify improvements, documents the processes and connect stakeholders by analyzing and interpreting data, documents and workflow to determine course of action to translate into application and operational requirements.

Complete required DCCCD Professional Development training hours per academic year. Utilizes excellent interpersonal, oral and written communication skills when interacting with diverse internal/external stakeholders and constituents within the DCCCD network community. Provides system end user support, training and technical assistance through coordination of district and college resources. May assist in the evaluation of training materials. Provides excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the



Dallas County Community College District

total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.