



## BUSINESS SERVICES SYSTEMS ANALYST

### SALARY C5-16

#### DEFINITION

Under general supervision, performs complex business and systems analyses of current Business Services processes, practices, and work flows; gathers data and provides budgetary and financial analysis on matters associated with collective bargaining and administrative decision making; participates in data governance activities and advises on data structures, definitions and/or new processes to facilitate data transfers and integration of internal, external and enterprise system modules; supports executive management in financial analyses, modeling, and budget reconciliation and assists with analyzing the impact of proposals used for contract negotiations, collective bargaining and other business needs; in collaboration with Educational Technology Services (ETS), provides staff with guidance on the departmental use and enhancement of financial systems, and leads efforts to identify and address departmental reporting requests and requirements; develops functional testing input and implementation plans in coordination with ETS for approved system enhancements and upgrades; and performs related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from of the Vice Chancellor of Business Services or assigned Business Services administrator with technical guidance from the ETS Department. May exercise technical and functional direction over assigned staff.

#### CLASS CHARACTERISTICS

This is a journey-level professional classification that performs the full range of professional duties required to coordinate, process, develop, complete, and advise on utilization of Business Services systems and to document and inform functional requirements for software projects; performs specialized analyses and studies to provide recommendations for effective use of Business Services technologies and for efficient management of business processes. The incumbent assists executive management with budget development and management fiscal reporting, budget analysis and collective bargaining analysis. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and incumbents are fully aware of the operating procedures and policies of the work unit. Incumbents will also be the department technical lead, coordinating with ETS to implement and/or upgrade Business Services software applications. This class is distinguished from the District Financial Analyst, Lead by the advanced knowledge of professional-level data and project management work performed, in addition to the knowledge of accounting and financial analysis.

Employees in this classification are designated as “confidential employees” as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information that contributes to the development of management’s collective bargaining positions and/or labor relations strategies.

#### KEY DUTIES and RESPONSIBILITIES

The following duties and responsibilities are typical but not limited to the following:

1. Provides technical expertise to management and staff regarding districtwide budget and accounting processes, technology and data issues; develops solutions and recommendations as appropriate; coordinates with ETS to upgrade existing modules and evaluates new modules related to various areas of fiscal activities.
2. Communicates and collaborates with ETS department to improve system functionalities and workflows to enhance the efficiency of budget and financial reporting systems and other software platforms; reconciles and assists with integrating data from multiple internal and external sources; updates and troubleshoots issues related to data integrity, accuracy and accessibility for all departments.
3. In collaboration with other management, professional and technical staff, analyzes a variety of Business Services functional requirements and develops needs analyses; provides functional input to ETS so it can translate user needs into specifications for technology enhancement and customization projects; works with Business Services functional users to evaluate and reengineer Business Services work processes to integrate with and complement system functionalities.
4. Trains Business Services users on technology systems processes including those related to the HRIS and position control systems; writes or oversees the preparation of user documentation, written procedures, training guides, manuals and materials for users and support staff; instructs users on setup and execution of processes; provides on-going technical support to functional users.
5. Partners with ETS on the implementation of budget development and monitoring processes; develops and implements technical procedures, calendars and formats related to budget preparation and maintenance; participates in identifying budgetary issues and concerns; gathers data and prepares revenue and expenditure forecasts for annual budgets and periodic budget status report briefings; develops and analyzes projections and variance reports.
6. Prepares in-depth and thorough analyses of cost and feasibility of bargaining proposals and recommends alternative options for bargaining; provides real-time data during negotiation sessions to support the Vice Chancellor or designee in the negotiation process; conducts costing analysis necessary to protect the District's long-term solvency and to maintain financial stability; generates related reports and supporting documentation for the Board's consideration; supports other contract negotiation processes.
7. Develops, updates, and maintains the position control functions; coordinates with Human Resources to develop, maintain, and analyze personnel data including salary tables, benefit rate tables and budgeted positions; monitors and organizes reports related to benefits/personnel costs; reviews and analyzes staffing changes, reorganization, and restructuring and related cost changes; computes and reports on cost-of-living adjustments and projections on various costs related to entitlement benefits including retirement.
8. Organizes and produces detailed financial reports, including quarterly, annual, and state-level documents; organizes, prepares, and submits a variety of monthly, quarterly, annual and other periodic and ad hoc budget and financial reports and documents required by state and federal agencies and as requested by management; researches, gathers, and analyzes financial data and assists with preparing presentations for various audiences including shared governance committees and the Board of Trustees.
9. Assists in developing effective internal controls in concert with ETS-managed security frameworks to ensure appropriate use of funds and compliance with pertinent statutes and regulations.
10. Provides technical financial guidance to the accounting functions including accounts Payable, Receivable, General Ledger Accounting and Payroll; prepares, reviews and posts Journal Entries and Budget Adjustments according to established policies and procedures.

11. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio-economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.
12. Ensures all financial system changes, enhancements, and modifications follow ETS change-management, information security, and role-based access controls in keeping with District policy.
13. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

### **Knowledge:**

1. Principles, practices and methods of Business Services process and systems analysis, including business process modeling using data and process flow diagrams.
2. System design theory, concepts and principles including data management and administration and development concepts.
3. Advanced reporting tools, analysis, designs and queries required to reconcile and generate data and reports.
4. Functional capabilities of enterprise financial systems (with technical administration managed by ETS).
5. Generally accepted accounting and auditing principles, practices, and procedures.
6. Financial analysis and research procedures.
7. Reconcile, balance and audit various records and accounts.
8. Compile, analyze and record financial and statistical data.
9. Basic labor relations principles and practices, including negotiation, collective bargaining agreements and contract administration.
10. California community college budgeting, accounting, purchasing, and organizational policies and procedures.
11. Applicable sections of the California Education Code, State Budget and Accounting Manual requirements, and other applicable laws and regulations.
12. Administrative principles and methods including goal setting and long-range planning, program development/implementation, budgeting, recordkeeping and reporting.
13. Integrated financial management and accounting systems.
14. Financial analysis, research and projection techniques, including for bargaining proposals.
15. District budget, accounting, organization, and operation policies and objectives.

### **Skills and Abilities:**

1. Provide functional leadership on the effective use of approved Business Services technology and software process used for District budget, financial accounting and collective bargaining, in coordination with ETS.
2. Develop, modify, evaluate and implement technical implementation of budget development and monitoring processes.
3. Analyze complex financial data and develop financial forecasts, plans, processes, reports, statements and recommendations, including for bargaining.
4. Prepare, consolidate and administer the District's operating and capital budgets.

5. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures and practices.
6. Organize and prioritize a variety of projects and priorities effectively and in a timely manner to meet critical deadlines.
7. Analyze problems, identify alternative solutions, and implement recommendations in support of departmental goals and objectives.
8. Communicate effectively, make presentations and represent the College in negotiations.
9. Conduct research, interpret data and present reports, proposals and recommendations clearly, logically and persuasively to diverse audiences.
10. Prepare clear and accurate communications, records, reports, studies and other written materials.
11. Operate a computer and use standard business software.
12. Present information clearly and effectively to various groups and in different settings.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

A typical way to obtain the knowledges and abilities would be:

- 1) Bachelor's degree supplemented by coursework and/or training in business administration, business management, accounting, finance or a related field.
- 2) Three years of progressively responsible experience in accounting, finance or data management, preferably for an educational institution.

**Licenses and Certifications:**

Possession of a valid California Driver's License or the ability to travel to District campuses and locations.

**WORKING CONDITIONS**

**Environment:**

Employee works primarily in an office environment with minimal noise levels and controlled temperature conditions and uses standard office equipment, including a computer. The incumbent is subject to interruptions and contact in person, by email, and on the telephone with executive, management, supervisory, academic and classified staff, the Board of Trustees and the public. Work may require travel to other offices or locations to attend meetings or conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone; makes presentations.
2. Ability to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 10 pounds.

Date Approved: June, 2025

Creditable Service: PERS