**RIS Business Analyst Standard Job Description**

**Classification Title:** RIS Business Analyst

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Minimum Pay:** $54,400.00

**Job Description Summary:**

The RIS Business Analyst, under general supervision, performs routine business analysis support functions for the Research Information Systems (RIS).

**Essential Duties and Responsibilities:**

**30% System Analysis and Documentation**

* Collects, analyzes, reviews, documents, and communicates RIS business needs and requirements.
* Assesses client needs through direct interaction.
* Creates detailed functional and technical system specifications.
* Defines data requirements for RIS systems.
* Documents current business processes and prepares business and technical requirements for new or existing research applications or module functions.

**20% Testing, Troubleshooting, and Maintenance**

* Implements and assists with testing of system configuration and maintenance plans.
* Performs testing of reports and scripts.
* Works with RIS clients and technical groups to resolve production and application issues.
* Evaluates and follows through on issues and problems until resolved or escalated.
* Helps implement change management plans.

**10% Training and User Support**

* Conducts training for end-users.
* Serves as a point of contact for routine questions or requests from RIS clients.
* Attends meetings with users on specific projects or general topics as a representative of the relevant Maestro project team.

**10% Product and Release Management**

* Assists in product management duties for RIS components.
* Assists with the Release Closeout process, including closing JIRA’s, following up with users, and creating Release Notes.
* Supports JIRA creation for user documentation updates needed as they are identified.

**5% Issue and Data Management**

* Writes and submits work requests using issue management software.
* Applies routine corrections to data records.
* Helps implement RIS system security procedures.

**5% System Review and Updates**

* Helps perform scheduled reviews of open JIRA’s assigned to the support team to ensure statuses and comments are updated regularly.
* Participates in the testing of Maestro components across multiple functional areas.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience

**Required Experience:**

* Four months (one semester) of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**