**RIS Senior Business Analyst Standard Job Description**

**Classification Title:** RIS Senior Business Analyst

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Minimum Pay:** $65,280.00

**Job Description Summary:**

The RIS Senior Business Analyst, under general supervision, performs complex and specialized Research Information Systems (RIS) business analysis support functions, such as troubleshooting, research, de-bugging, and problem solving.

**Essential Duties and Responsibilities:**

**30% System Liaison and Client Interaction**

* Liaises with client department and IT staff.
* Serves as point of contact for customers and staff with complex questions or requests.
* Assesses client needs through direct interaction and mapping of current and future business processes.
* Identifies opportunities to develop and improve the business through the effective use of technology.

**20% System Design and Business Requirements**

* Collects, analyzes, reviews, documents, and defines RIS system scope based on business needs and requirements.
* Creates detailed functional and technical system specifications.
* Documents current business processes and prepares business and technical requirements for new or existing applications or module functions.

**10% System Testing and Maintenance**

* Participates in the planning and testing of RIS system configuration and maintenance.
* Implements complex patch and upgrade testing.
* Implements complex testing of reports and scripts.

**10% Staff Training and Development**

* Develops and presents training for end-users.
* Participates in mentoring, training, and development of other employees.

**10% Policy and Regulation Compliance**

* Keeps up to date with research administration policies and regulations and how they apply within the system.

**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:**

* Three years 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**