

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/20 Effective Date	BUSINESS SOLUTIONS ANALYST Job Title	Index
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PURPOSE

Under general supervision, support, analyze and/or manage routine, unique and special projects and programs. Manage department policies and analyze, develop, recommend and implement organizational processes, systems and structures to improve District and department outcomes.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Conduct internal assessments of initiatives, programs, projects, software, and policies, including workflow, systems, structures and corrective actions; coordinate with administrators, leaders, and staff to assess work processes and outcomes; recommend changes to maximize efficiencies.

Analyze and interpret data to measure efficacy of department-designated initiatives, programs, policies, procedures, and work instructions.

Identify opportunities for improvements, expansion and/or redirection of initiatives, programs, projects, operational processes and procedures, as assigned; monitor, document, and/or lead compliance with newly created policies and procedures, including corrective action plans.

Research best-practices in public school functions including, but not limited to, equipment use, processes, absence management, enrollment forecasting, space utilization and planning, labor utilization studies, automated maintenance management systems, automated order processing systems, and technology.

Prepare and present time and cost-effective business solution designs that meet department and District needs and improve efficiency and efficacy.

Create solution design documentation to ensure sustainment of the solution, as needed.

Develop plans for communicating changes to employees and stakeholders.

Lead, coordinate, or participate in the implementation and management of solution designs, special projects, and programs.

Create and maintain long-term working relationships with other departments, functional counterparts, community members, vendors, and businesses.

Prepare, analyze and verify operational, financial, budgetary, and statistical data and reports for specific programs and projects as assigned.

Monitor and routinely reevaluate business solutions, projects, processes, procedures, etc. Propose and/or implement changes, as needed.

Perform tasks and clerical work consistent with the work of assigned team and this position.

Maintain regular and consistent attendance and punctuality.

Perform related duties consistent with job description and assignment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Program and project coordination and management techniques.

Workflow methods, process-mapping techniques, process and program improvement practices.

Basic-to-advanced principles, practices, tools and techniques for compiling statistics, data collection and analysis methods and software.

Local, state, and federal laws applicable to assigned functions.

School district rules, regulations, policies, procedures, organization, and organizational relationships.

Basic-to-advanced research methods and report writing techniques.

Elements of and techniques for developing and presenting effective public presentations.

Multicultural, multi-ethnic communities within the local community.

Record-keeping techniques.

Operations and applications of a variety of office machines, technologies, and business software solutions.

Techniques and principles of high-quality customer service.

Ability to:

Advocate, model, learn and implement Salem-Keizer Public School's Equity Lens.

Interpret, apply, and explain laws, rules, regulations, policies and procedures applicable to assigned functional areas.

Follow, implement and/or develop program policies, procedures, timelines, deadlines, goals, and performance metrics.

Analyze software, processes, and problems and identify opportunities for improvement and follow through on changes.

Conduct or develop a variety of program and project workflow and process analyses, develop and implement effective streamlining methodologies.

Work collaboratively or lead a variety of departmental and cross-functional teams.

Use logic when reviewing, analyzing, and developing program, project, and business processes.

Develop, generate, and analyze basic-to-advanced statistics, graphical information, and numeric data for inclusion in projects, programs, reports, and presentations.

Present simple-to-complex data in a variety of technical and narrative written and oral reports for a variety of technical and non-technical audiences and represent the department and district in a variety of public settings.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Work on multiple projects simultaneously.

Deliver a high-level of customer service to district stakeholders.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special awareness and sensitivity to the needs of a richly diverse population.

Operate a variety of office machines, technologies and software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work, including the use of interpersonal skills using tact, patience, and courtesy.

Work flexible hours including evenings and/or weekends to attend meetings and make presentations as assigned.

Maintain and utilize a current driver's license to travel within District as needed.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics, or a related field and three (3) years of professional experience in a professional role leading small-to-medium scale programs and projects, developing and conducting financial analyses, business operations and organizational studies, administering special programs or projects, conducting data analyses, developing policies, program standards and performance metrics, including preparing written recommendations, formal reports

and oral presentations or similar activities is preferred.

Leading committees, teams and partnerships and experience working in a richly diverse community and K-12 public education is highly desirable.

Work Environment:

Climate controlled office and various work settings with exposure to minimal noise intensity levels.

Physical Requirements:

Frequent reaching, handling, keyboarding, writing, talking and hearing. Mobility to work in a variety of buildings throughout the district, generally in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person, in virtual settings using technology and over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

