

BUSINESS ANALYST I *

Function of Job:

Under administrative supervision of designated supervisor or other responsible official, to research and develop information, evaluate and analyze data, and recommend solutions to management problems.

Characteristic Duties and Responsibilities:

1. Perform research to acquire information from various sources, both private and public, as needed in the analysis of problems.
2. Analyze and evaluate problems to determine the general approach to be followed.
3. Determine constraints, limitations, criteria and guidelines to be followed in postulating alternatives.
4. Develop and evaluate alternative solutions and prepare recommendation(s) for consideration of top level administration/management.
5. Make presentation of results and conclusions as required and assist in implementing recommended solutions.
6. May travel to various assigned client locations, primarily in New England, to observe and analyze client problems.
7. Coordinate the development of and/or prepare basic computer programs for analysis of data.
8. Perform related duties as assigned.

Minimum acceptable Qualifications:

1. Bachelor's in accounting, business management, or related field and three years of accounting/financial management or related experience, or Master's in Business Administration and one year of experience.
3. Computer skills as required by department.
4. Communication skills, both verbal and written.

Additional Desirable Qualifications:

1. Experience in a consulting or related service organization working on assignments for external clients.
2. Knowledge of a specialized field of business as determined by department.

10/24/08
System Approval

10/24/08
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 2/8/78 and 3/12/81.