

## **BUSINESS ANALYST II \***

### **Function of Job:**

Under administrative supervision of responsible official, to carry out business studies and appropriate research to resolve difficult business problems and/or to provide management counseling and technical assistance to small businesses and economic development programs.

### **Characteristic Duties and Responsibilities:**

1. Analyze business problems and needs to determine general approach to be followed.
2. Develop specific plans and alternative recommendations for resolving problems, based on advanced research and own expertise in the field.
3. Allocate and manage program resources within budget restraints.
4. Maintain relationships with referral network, obtaining referrals and providing appropriate information.
5. Present results and conclusions of programs to top level administration and/or management officials.
6. Assist in and/or supervise implementation of recommended programs with specific tasks carried out personally.
7. Review completed programs for budget conformance and professional performance.
8. May receive and screen requests for services from small businesses and community economic development programs, making judgment on acceptability of clients according to established criteria.
9. May develop and maintain continuing relationships with outside clients to utilize services.
10. May travel to various locations throughout the state to meet and consult with clients.
11. Develop and prepare computer programs for analysis of data.
12. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's Degree in Business Administration with undergraduate degree in Engineering, Economics, Resource Economics, or other specialized business field as determined by department.
2. Three years of experience including a combination of consulting, counseling, teaching, administration, and/or small business operations.
3. Communication skills, both oral and written.
4. Familiarity with computer programming and data analysis techniques.
5. Knowledge of New Hampshire institutions if working with outside clients.
6. Willingness to travel extensively in the state of New Hampshire and to make overnight stays, if required by the job.

3/12/81  
System Approval

3/12/81  
Effective Date

- Revised – Original approved 8/15/77 as “Management Counselor I” and revised 2/8/78 as “Business Analyst II”.

**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.**