BUSINESS ANALYST SPECIALIST

Foundation Office
Classified Represented Position
100%-12 Months
#019

Final date to submit district application and all supporting documents: November 30, 2015 at 4:00 p.m.
Monthly Salary Range: $5,380.99 - $6,867.65 (Starting Salary $5,380.99)
Hours/Days to be worked: Monday-Friday between 8:00 a.m. and 4:30 p.m.

This position is in the PCC Foundation and is an integral member of the development/fundraising team. The Individual hired for the position should have experience with donor database management and will identify, develop and carry out strategies to enhance the value and the use of the information for all development programs and to increase giving from constituents. Will assist in coordinating and implementing special events and other foundation related activities.

DEFINITION:

Under the direction of a Manager or Supervisor, the Business Analyst Specialist performs a variety of analytical and/or technical assignments within a small to medium sized organization of the District. This is a broad-based, flexibly-staffed classification in which incumbents utilize a similar level of analytical and technical skills and abilities while drawing upon knowledge acquired through specialized experience, training, and/or education. The Business Analyst Specialist functions at and reports to the middle-management level of a departmental organizational unit, and is responsible for carrying out a variety of analytical and technical assignments within. Assignments require professionalism and tact in interacting with the internal and external community and stakeholders while in the planning and coordination of work efforts.

The Business Analyst Specialist receives general supervision while independently carrying out a variety of moderately complex assignments, and some direct supervision during the performance of complex assignments. The Business Analyst Specialist uses established research and analytical methods and techniques and sound professional judgment to analyze related problems and issues and identifies and selects the most appropriate course of action from a set of alternatives. Recommendations made at this level impact department programs and operations.

Assignments are made in terms of objectives, priorities and deadlines to be achieved, with the Business Analyst Specialist exercising responsibility in planning and carrying out the successive steps required to complete the work. Assignments are typically covered by established guidelines and methods. However, more complex assignments may require incumbents to make independent interpretations of data gathering methods and analytical techniques in order to achieve study objectives, or seek guidance from a supervision in situations where existing guidelines, methods, and procedures cannot be applied to require significant deviations. Completed work products are evaluated for technical soundness and conformity to pertinent policies and requirements.
**ADDITIONAL INFORMATION:**
The Business Analyst Specialist will serve as the technical support for the online planning and program review system and as an expert resource on program evaluation, planning and the use of evidence to inform decision making.

**REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):**
- Reviews departmental budget requests, policy issues, pending legislation, regulations, and technical research and position papers relating to the area of assignment.
- Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid and reliable data for analysis and decision making purposes.
- Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis for management.
- Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.
- Drafts and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.
- Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information various audiences (e.g., departmental personnel, members of the public, governing boards).
- Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc. in order to communicate information, share ideas, present recommended solutions, gain agreement and coordinate activities.
- Coordinates activities, such as those of contractors, consultants, outside agencies, etc. to ensure that programs are successfully planned, implemented, and/or evaluated.
- Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.
- Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.
- Attends and/or conducts meetings with District personnel, Officials, members of the community, community based organizations, etc.
- Performs various administrative duties (e.g., creating and maintaining files, formatting standard documents, receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, departmental procedures, and District policies and procedures in order to ensure all work done complies with established guidelines and requirements.

**SKILLS:**
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematical Reasoning – The ability to choose the right mathematical methods or formulas to solve a problem.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Includes planning, scheduling, organizing, prioritizing, and monitoring work activities by utilizing resources (both human and material) to their fullest and aligning work plans with departmental goals.
- Time Management – Managing one’s own time and the time of others.
- Instructing – Teaching others how to do something.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

**KNOWLEDGE OF:**
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
ABILITY TO:
- Perform highly complex work within departmental policies and/or objectives with highly-original thinking.
- Plan and schedule complex projects.
- Maintain accurate records of projects and the status of assignments.
- Make oral and written presentations of proposed systems.
- Define complex management and strategic planning issues.
- Communicate effectively both orally and in writing.
- Perform difficult analyses and research.
- Evaluate alternatives and develop sound conclusions and recommendations.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Handle highly confidential information and exercise sound, expert independent judgment within general policy guidelines.
- Identify and communicate issues important to the District.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain positive and effective working relationships with others.
- Work under independent guidance.
- Provide tactical planning.
- Organize relatively complex projects or activities that are interdepartmental in scope.
- Step in and provide back-up support in critical functions to meet and cover staff vacancies and absences.
- Be well organized, flexible, and manage multiple projects simultaneously.
- Embrace a vision and coordinate details of implementation.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

EDUCATION AND EXPERIENCE:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- Associate’s degree, or equivalent, from an accredited college or university.
- At least four years of relevant hands-on experience, preferably within a college or other non-profit organization.

DESIRABLE QUALIFICATIONS:
- Bachelor’s degree, or equivalent, from an accredited college or university.
- Experience working in a Community College within the State of California.
- Demonstrated experience analyzing and interpreting complex and confidential data, and preparing material in response to inquiries.
- Excellent analytical skills.

LICENSES AND CERTIFICATIONS:
Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull materials and objects up to 25 pounds with the use of proper equipment.
ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

LEVEL OF SUPERVISION EXERCISED:
None.

PROBATIONARY PERIOD:
One year.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 57 on the District Classified Represented Salary Schedule which is available online at www.pasadena.edu.
Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by November 30, 2015 at 4:00 p.m. will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4–5 weeks following the closing date as to the status of their application.
SUPPORTING DOCUMENTS:
For full consideration, applications MUST include all items in the order listed below. An incomplete application packet will not be accepted.

1. Cover letter
2. Professional resume
3. Official transcripts of undergraduate work are required. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
4. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer