

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Business Data Analyst/1496**

**Function and General Scope**

Positions assigned to this class are primarily responsible for design, development, implementation and/or maintenance of business solutions for analysis and interpretation of business data to be used to evaluate operational performance and guide business planning and administrative decisions.

Positions assigned to this class may also be primarily responsible for analyzing and interpreting business data using a variety of techniques, ranging from data aggregation via statistical analysis to complex data mining. Analysis of business data is provided to executive leadership and is used to evaluate operational performance and guide business planning and administrative decisions. These positions typically report to an executive head or an equivalent senior leadership member of a major administrative or academic division as determined by HRS.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a related field AND three (3) years of professional experience in business data analysis or related; OR, a combination of education and experience totaling seven (7) years from which comparable knowledge and ability are acquired.