

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Business Systems Analyst Senior /1527**

Business Systems Analyst Senior

Researches, analyzes, designs and maintains the WSU system in support of human resources, finance, payroll, grants, student or other university-wide operations systems or projects. Continually monitors business needs and designs new or modifies existing systems to meet changing requirements. Serves as liaison with university personnel in resolving configuration, programming and related issues.

Possesses and applies comprehensive knowledge of particular field(s) of specialization to the completion of highly complex/precedent setting assignments. Interprets and applies organization policy. Recommends and executes changes in procedures. Employees in this classification analyze, compare and evaluate various courses of action and have the authority to make independent decisions on highly complex/precedent matters, which often have significant university-wide impact. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in Business, Management Information Systems, or related field AND five (4) years of professional experience in procedural, management, or business analysis work; OR a combination of education and experience totaling eight (8) years from which comparable knowledge and ability are acquired. A Master's Degree in a related field may substitute for one (1) year of professional work experience.