

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Business System Analyst/1479**

Business Systems Analyst

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 knowledge of particular field(s)/function(s) of specialization to the completion of complex assignments. Interprets and applies organization policy. Recommends changes in procedures. Employees in this classification analyze, compare and evaluate various courses of action and have the authority under general supervision to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree. May provide guidance/lead work to other Business Analysts.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in Business, Management Information Systems, or related field AND two (2) years of professional experience in procedural, management, or business analysis work; OR a combination of education and experience totaling seven (6) 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.