**Class Summary**

The Business Systems Analyst – Principal (BSA) acts as a lead business process and ERP application expert for complex, critical, ERP or other systems. This role analyzes, develops, implements, modifies, and installs processes and systems that may require design and/or integration of technical solutions that cross multiple functions of the business. The BSA – Principal improves business processes through short and long-term business planning; leads the translation of business requirements into business solutions for stakeholders; conducts highly complex and expert-level work assignments to sustain, improve, and optimize solutions and utilization of the ERP and/or other system. Stakeholders may include project teams, development teams, functional managers, and user communities. They may also develop education, training, and change management solutions and mentor less experienced team members. The Business Systems Analyst – Principal works without supervision with extensive latitude for independent judgment.

**Distinguishing Characteristics**

This is the fourth level within a four-level classification series. This classification is distinguished from the Business Systems Analyst – Senior classification in that incumbents in the Business Systems Analyst – Senior classification serves as a team member for projects that are large in scope, highly complex, and/or enterprise-wide.

**Examples of Duties**

*In addition to the duties of the Business Systems Analyst-Senior, the Business Systems Analyst – Principal will:*

1. Maintains business partner relationships and understanding of business strategies and processes.
2. Assess, analyze, plan, execute, and facilitate change management activities, or advise on best practices, to ensure end-user readiness and change adoption.
3. Lead system scope and objectives based on the needs of the business partner, end user community and understanding of the business process.
4. Create and maintain architecture for highly complex business process domains, ensuring alignment with technology priorities; review documents, manuals, and training materials to ensure content is thorough and accurate.
5. Participate in or lead the evaluation, selection, and application of new and/or emerging tools and techniques.
6. Develop and present proposals for modification or system replacement, ensuring continuous business improvement.
7. Approve testing processes and verify required business outcomes.
8. Review, analyze, and finalize cost estimate plans for assigned teams and systems.
9. Conduct feasibility studies, draft proposals, identify business risk, and recommend new and/or system modifications; propose expenditures based on size, scope, and cost of new and/or modified systems.
10. Meet and discuss teamwork status, progress, and obstacles; provide advice, guidance, and feedback; contribute to performance evaluations.
11. As assigned, develop and present proposals for modification or system replacement, ensuring continuous business improvement.
12. Engage in ERP applications subject matter expertise work as assigned, such as Oracle E-Business Suite (EBS), PeopleSoft, Enterprise Performance and Budgeting Management (EPM), and related BI/Analytics and reporting systems.
13. Leads work that is critical to enterprise and/or organizational operations and objectives.
14. Perform other duties as assigned.

**Knowledge/Skills**

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Business Systems Analyst – Entry, Business Systems Analyst, Business Systems Analyst – Senior, Business Systems Analyst - Principal |
| **Class History** | 08/2022 - Created |