

**OFFICE OF HUMAN RESOURCES**  
**803-981-7259**  
**803-327-8037**  
**803-981-7711 FAX**

**POSITION: Business Analyst II – Information Services/ Business Services Division**

**STARTING SALARY:** \$39,960 (\$39,960.00- \$56,947.00) Actual starting salary will be commensurate with experience. (Class AM03/Slot0001/Band 06). Position #113910

**MINIMUM TRAINING AND EXPERIENCE:** A bachelor's degree in computer science or management information science and one (1) year experience in computer programming or computer system development and modification; or an associate degree in computer science or computer technology and three (3) years of experience in computer programming or computer system development and modification; or a high school diploma and five (5) years of experience in computer programming or computer system development.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of relational databases and familiarity with Microsoft SQL reporting. Experience in integrating and maintaining software packages central to the business, such as payroll, finance, HR, or student services. Knowledge and an understanding of structured processes, data interchange between systems and general application integration experience within complex software packages such as Ellucian Colleague or PeopleSoft. Ability to map out the steps of a process, such as installing a software package, or an upgrade to vendor provided software, working with system users to identify testing scenarios and expected outcomes, and to implement the software into the production environment; Ability to create clear and concise documentation. Ability to work for extended periods of time on a computer screen, to travel around campus to visit users. Ability to work a flexible schedule. Ability to travel the tri-county service area.

**SPECIFIC DUTIES**

1. Interprets requests from departments to develop and maintain SQL queries and stored procedures.
2. Reviews the symptoms of an application software problem and determine if its related to human processes, system processes, the data, a defect in the software, or configuration of the software. Collaborate to determine best resolution.
3. Works with business partners to implement new features / services / upgrades.
4. Prepares documentation, user guides, and procedures to support administrative systems and participates in the analysis of new business practices to provide maximum effectiveness of automated methods.
5. Consults with management and data owners to maintain and define business security roles and system access.
6. Explores new features and services, and explores ways to simplify and streamline processes.

**To apply**, please complete an on-line employment application at [www.yorktech.edu/hr](http://www.yorktech.edu/hr) or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. **Applications accepted until April 13, 2020.**

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS  
AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE  
EMPLOYEE AND THE EMPLOYER.**