

# Sam Houston State University Human Resources

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## Staff Classification Description – Director of Division Analysis

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M170 (E1)

**Grade:** NC

**Date:** 10/2022

**Department:** ERP Solutions F&O

**Educational & Experience Requirement:** Bachelor's degree with a major in Business, Management Information Systems, Computer Science, or a related field. Five years of experience with data analysis and reporting, project management, strategic planning, or related fields. History of professional growth as evidenced by the acquisition of professional development and certification is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Works with Finance & Operation division leaders to create and implement strategic plans and projects to increase efficiencies and improve services. Designs advanced and highly complex managerial project management as well as project analysis, documentation, and planning. Performs advanced data analysis, auditing, and reporting for Division of Finance & Operations.

**Supervision Given & Received:** Works under minimum direction and may lead team projects involving multiple departments within the Finance & Operations division. May supervise staff.

**Primary Responsibilities:** Designs and leads diagnostic projects, gathers and maintains data, and provides advanced analysis of organizational impacts of current status or future plans through demonstration of business need and project feasibility. Provides professional skills in conducting research to aid department administrators in the decision-making process. Coordinates with data owners within the Division of Finance & Operations and across campus to secure project authorization, tasks, and resources. Partners with end-users to execute program and report testing plans. Demonstrates consistency in generating technical documentation. Develops and implements timelines to meet the goals of functional areas. May review and assess new programs or processes before acquisition or implementation. Develops, implements, and refines the processes necessary to refresh or otherwise maintain sets of data for testing and development purposes, converting data and systems, automating processes when possible, and reporting on projects at the end-user level. Develops technical training materials and may assist in the technical training of staff within the Division of Finance & Operations. Performs other related duties as assigned.

**Other Specifications:** Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within divisional workgroups as well as throughout the university. Must be able to design, execute, investigate data, propose solutions, and communicate the results of projects orally and in writing to all levels of technology end-users. Work requires critical judgment and sound reasoning to solve department and division issues. Work requires attention to detail, as errors can be potentially serious. Interprets and applies complex directives, policies, regulations, statutes, and procedures, and/or written guidelines for a department or major work group. This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**