

Staff Position Description

Title: Business System Analyst

Starting Salary Range: The starting salary range for this position will be in \$78,800-81,164. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully remote eligible within the contiguous United States only.

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off **or** Not *per Personnel Policies*

Reports to: Information Technology Manager

Posting Period: Please apply before May 31, 2024

Organizational Summary:

Conservation Legacy is a nationwide federated non-profit, supporting eight local Corps programs. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air, and water; thriving people and resilient communities.

Position Summary:

The Business Systems Analyst (BSA) is instrumental in bridging the gap between IT and business units within Conservation Legacy. This role involves reviewing current business processes and systems to ensure optimal efficiency and compliance, while also leading the implementation of new systems such as HRIS and enhancing existing systems and processes. The BA crafts compelling user stories to guide technical solution development and analyzes both current and proposed systems to continually advance our technological and business process capabilities.

Outcomes & Functions of Position:

Business Systems Analysis and Process Improvement

- Conduct thorough evaluations of existing systems and recommend comprehensive changes to enhance operational efficiency.
- Engage directly with stakeholders to deeply understand their needs, analyze problems, and capture requirements, transforming them into actionable and detailed specifications for development.
- Document and maintain precise records of business processes, decisions, and system requirements.
- Utilize advanced documentation tools like Jira, Confluence, and Lucid to manage requirements and process flows efficiently.
- Participate actively in the IT Team, collaborating closely with key stakeholders to refine and prioritize project features and user stories.

Systems Implementation and Support

- Oversee the strategic rollout and integration of new technological systems, ensuring robust training and support structures are in place for all users.
- Act as a primary interface with business partners and the technology team to ensure seamless implementation and functionality of IT solutions.
- Assist in leading new system implementations by managing the project timeline, engaging in stakeholder interviews, and process diagramming.
- Identify barriers to system utilization and propose and implement solutions in collaboration with the IT department.
- Assist in the implementation of a new HRIS for Conservation Legacy.
- Provide ongoing support for various business units throughout the organization by providing hands-on development of reports on an as needed basis.
- Lead training sessions for current and new systems.

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other “Hats” You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Required Qualifications:

- Bachelor’s degree in business administration, management, information systems, or other relevant degree.
- Three to five years prior experience as a business analyst utilizing design skills, including documentation.
- Functional analysis skills to translate business needs into application specifications.
- Two years domain expertise with HRIS, Salesforce, or Information Systems.
- Stakeholder analysis and experience working with various departments to facilitate systems analysis and change management processes.
- Understanding of networks, databases, and other technology.
- Ability to operate Microsoft Office programs and applications, or similar platforms.

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- Strong oral and written communication skills.
- Interpersonal and consultative skills.
- Facilitation skills.
- Analytical thinking and problem solving.
- Being detail-oriented and capable of delivering a high level of accuracy.
- Organizational skills, statistical knowledge, and technical expertise.
- Knowledge of business structure.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Ability to successfully work in a fluid, changing work environment.

Preferred requirements:

- Certified Associate in Project Management (CAPM) or other project management certification or equivalent demonstrated professional experience.
- Salesforce Business Analyst Certification or equivalent demonstrated experience.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Name at nwilliams@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

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