



## Lead Business Analyst

<b>Job Code</b>	20001014	<b>Job Family</b>	Business Analysis	<b>Professional / Knowledge Worker</b>
<b>Department</b>	Various	<b>Reports to</b>	Various	<b>Union Status</b> Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2059	<b>This Job is a Lead</b> Yes
<b>Last Updated</b>	12/1/2022			

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

The Lead Business Analyst uses advanced analytic capabilities to improve and streamline processes that help the department/organization meet its objectives and goals. They ensure greater employee productivity and lead the support of business information systems that provide solutions to a variety of business issues across multiple departments. Lead Business Analysts analyze large amounts of data and other business processes to form ideas and fix problems through their team of other Business Analysts. They must communicate their ideas in a clear and compelling manner to their team. Thorough research must be conducted about new processes and software to present results that are effective. The Lead Business Analyst will lead the development of training material, ensure participation in the customer implementation, and provide post-implementation support. The Lead Business Analyst coordinates with the business unit who performs testing, validating, evaluation of new applications and functions, and identifying issues that could impact the scope and work. The Lead Business Analyst also has oversight of a team of Business Analysts and ensures the coordination of their efforts.

## Accountabilities

### Accountability #1

Lead the enhancement and streamlining of the District's operations across all functional areas through data collection and analysis, development of user requirements and recommendations, and close collaboration with users and stakeholders, and similar responsibilities.

### Accountability #2

Set consistent and compliant standards by driving identification of requirements across business units and identifying substandard systems and processes through evaluation of real-time data. Evaluates, analyzes, and communicates systems requirements on a continuing basis, and maintains systems processes, including the delivery of status reports to senior leadership, and similar responsibilities.

### Accountability #3

Lead in increasing efficiency and productivity on multiple levels by serving as a strategic thought leader for technical business processes, developing forward-thinking systems prototypes and communicating them clearly to a variety of audiences, and similar responsibilities.

### Accountability #4

Create and implement comprehensive management plans for major organization wide projects, with attention to transparent communication at all levels, and similar responsibilities.

### Accountability #5

Ensures highest quality results for the District by performing, evaluating, and communicating thorough quality assurance at every stage of systems development. Designs and conducts systems analytics to maximize effectiveness and troubleshoot problems, and similar responsibilities.

**Accountability #6**

Build meaningful and lasting relationships with cross functional partners for optimized systems integration, and anticipate questions and concerns from managers and executives, ensuring all concerns are addressed promptly and thoroughly, and similar responsibilities.

**Accountability #7**

Lead in ensuring a strong teamwork and collaborative environment by proactively partnering with other stakeholder teams across business units (i.e., finance, security, compliance) to develop necessary analysis and documentation in a collaborative way. Communicates effectively and efficiently with production, managerial, and executive teams, and similar responsibilities.

**Accountability #8**

**Accountability #9**

**Accountability #10**

**Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

## Qualifications – Education and Experience

### **Minimum Required Education and Experience:**

Bachelor's Degree in Business Administration, Computer Science, Information Technology, or related field, AND

Six (6) years of experience in system analytics or development;

OR

Ten (10) years of experience in system analytics or development.

### **Preferred Education and Experience:**

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

### **Preferred License(s) and/or Certification(s):**

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Expert analytical abilities

Deep experience generating process documentation and reports

Persuasive and compelling communicator with the ability to translate data into actionable insights

Deep capabilities in project and user-testing management

Proven development of innovative and impactful systems solutions across functional areas

Extensive experience with data visualization

Expert proficient technical writing capabilities

Strong presentation and negotiation skills, with executive leadership and external governing bodies

Supervisory and management practices and theories

**Preferred Skills and Abilities:**

**Competencies**

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

Adaptability  
Aligning Performance for Success  
Building Customer Relationships  
Building Talent  
Coaching  
Communication  
Continuous Improvement  
Continuous Learning  
Courage  
Creating a Culture of Trust  
Creating an Inclusive Environment  
Customer Focus  
Delegation and Empowerment  
Driving for Results  
Driving Innovation  
Emotional Intelligence Essentials  
Empowering Decision Making  
Execution  
Guiding Team Success  
Initiating Action  
Inspiring Others  
Leveraging Feedback  
Positive Approach  
Professional Knowledge and Aptitude  
Selecting Talent  
Stress Tolerance  
Technology Savvy

## Physical Demands

### Physical Demands List

### Frequency

Sit	Frequent (34-66%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

### Communication

### Frequency

Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Constant (67-100%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Constant (67-100%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

**On-Call Status and Frequency**

**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

Occasionally - 1x quarter or 4-6 times a year This position will be required non-standard hours during major events and storm situations.

**Work Location**

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site



While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.