University of Houston ◢ Clear Lake

Functional Analyst II
J o b   D e s c r i p t i o n

JOB INFORMATION

Effective Date	9/26/2022
Job Code:	3142
Job Title:	Functional Analyst II
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance & Accounting
Job Family:	Accounting
Job Summary	The Functional Analyst II works with all end users of the student administration systems to provide daily operational and processing support. This position assists with testing PeopleSoft upgrades, patches, images, and new functionalities. This position provides support with troubleshooting daily operational issues and developing queries for university constituents. This position also prepares and coordinates training requirements for end users.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in a related field.	Required	
Master's Degree	Degree in a STEM field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum three years of experience working in higher education or information systems or rational databases.	Required	
Some	Four or more years of experience working in higher education or information systems or rational databases.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of business practices in Strategic Enrollment Management.	Basic
• Knowledge of industry best practices related to security access of systems.	Proficient
• Knowledge of best practices utilizing student information systems.	Proficient
• Skills in PeopleSoft Campus Solutions or other rational databases as well as the ability to create queries and extract data, and efficiently use Microsoft Office software.	Skilled
• Ability to develop training materials and provide training.	Basic
• Ability to resolve issues related to PeopelSoft Campus Solutions and /or other student administration systems.	Skilled
• Ability to communicate effective orally and in writing.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☒

Remote Work Capable   ☒

Essential Functions

Essential Function	% TIME
• Responsible for analysis and re-design of current processes.	15%
• Integrates new process with existing ones, and coordinates training requirements for end-users.	15%
• Communicates and resolves issues with functional staff, and coordinates programming requirements with technical staff. Recommends and facilitates improvements to current policies and procedures.	20%
• Responsible for complex system process analysis, design and simulation. Understands the University's business systems and State of Texas regulations.	15%
• Create complex queries in support of the SEM Division.	10%
• Test existing and new functionality in campus solutions, provide documentation, and training. Recommends testing strategies and acceptance criteria.	10%
• Assists with security access requests.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description