

**TITLE: ANALYST I – BUSINESS TRACKING AND COMPLIANCE**

**QUALIFICATIONS:**

1. Associate degree with coursework in business administration, accounting, public finance or related field.
2. Demonstrated ability to prepare research studies, statistical reports, administrative surveys and informational reports.
3. Demonstrated ability to perform analysis of business records and documents.
4. Demonstrated ability to work with diverse groups and to effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Analyzes projected procurement needs and requirements in order to identify and target qualified Minority/Women Business Enterprise (M/WBE) firms as prospective suppliers.
2. Processes certification applications to ensure vendor eligibility.
3. Maintains M/WBE certification files.
4. Maintains vendor database information and is responsible for input and updates of the database information.
5. Processes certification appeals and schedules appropriate hearings.
6. Prepares reports of M/WBE activities for all departments.
7. Assists with the operational procedures necessary to effectively execute the M/WBE program.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 07/01  
Revised: 05/03/06  
Salary Level: 14  
Salary Range: \$33,161 - \$58,150  
Bargaining Unit: A **M**  
Responsible to: Specialist

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.