



April 16, 2025

POSITION OPENING: Senior Business Analyst

IN THIS ROLE:

We are seeking an energetic, collaborative team member with a passion for technology and customer services.

You'll define business requirements and workflow to create functional and technical solutions for customers; identify and initiate projects and coordinate resources to drive resolution of issues; serve as a liaison to assist in the identification of process improvements, system design, testing and implementation of projects; support operational student-based enterprise applications utilized by customers.

If you are a motivated self-starter who can deliver outstanding customer service and values the work in the educational system, apply today!

WHAT WE NEED:

- Works collaboratively with team and customers to analyze business needs and functional requirements.
- Develops business requirement specifications.
- Provides training, assistance and consultation to customers on a variety of technology-related matters including resolution of system problems and analysis and interpretation of data.
- Provides technical or functional assistance and support to customers in the design and modification of specialized queries and reports.
- Provides consultation and technical assistance in the design and development of specialized programs to support business initiatives.
- Coordinates, plans and implements system upgrades, enhancements, and expansions.
- Develops detailed test and implementation plans and coordinate testing of system enhancements and projects.
- Reviews system enhancements after implementation to ensure compliance with specifications and standards; initiate corrective action as needed.
- Identifies and recommends solutions that will simplify business processes.
- Acts as a liaison between the Technology Department and customers.
- Develops and facilitates training programs for end users to ensure optimal utilization of new and existing technology and software applications.
- Documents standard operating procedures for assigned software applications.
- Conducts research, identifies opportunities and develops business models and forecasts for current and emerging information technology or business needs.

- Analyzes basic data information in relation to assigned functional areas in order to incorporate an understanding of user implications.
- Recommends, designs, and implements business solutions for functional, technical, service, or process issues.
- Maintains knowledge of federal, state and local mandates including reporting requirements related to business areas. Recommends system changes to ensure compliance, as appropriate.
- Performs other duties, as assigned.

WHAT YOU NEED:

- Bachelor’s degree in a related field and a minimum of seven years of related experience; or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired
- Experience with MISTAR, other Student Information System or other ERP systems; software conversions along with state reporting.
- Ability to work with others in a fast-paced environment.

WORK LOCATION:

Oakland Schools - Main Campus
 2111 Pontiac Lake Rd.
 Waterford, MI 48328

SALARY DETAILS:

\$92,081 - \$106,788 salary based on relevant prior work experience, with the potential to earn up to \$115,000 after employment with Oakland Schools.
 Exempt position / 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you’ll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.

Flexible Vacation Time



Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, and additional life insurance.

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply.

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **April 30, 2025**.

NOTE: Interested candidates must be available to interview early to mid May.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.