



# STAFF REPORT

---

**Meeting Type:** Board of Directors  
**Title:** Request to Fill Two Business Systems Analyst III's in the Administrative Services Division  
**From:** Bret Uppendahl, Finance Director  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** May 6, 2025

---

**TYPE OF ITEM:**        X        Action                    Information

**RECOMMENDATION:** Authorize the General Manager to recruit and hire two Business Analyst III positions in the Administrative Services Division

**SUMMARY:** Staff in the Administrative Services Division are currently working on multiple projects to modernize the District's technology. These efforts include upgrades to SAP, which is an Enterprise Resource Planning (ERP) module, upgrades to the billing and payment systems, upgrades to Microsoft 365 cloud services and the implementation of Advanced Metering Infrastructure (AMI). In each of these areas, the level of complexity will significantly increase compared to the previous on premise models. Staff has identified an ongoing need for the most advanced level of support across multiple business areas. Staff is seeking approval to recruit for two Business System Analyst III positions to better support these advanced software applications across multiple business systems.

**DISCUSSION:** The Business Systems Analyst classification supports the operation, implementation and maintenance of the District's business information systems. There are three levels within the Business Systems Analyst series. Staff in the I/II classification typically serve as the journey-level resource for one business area and/or for one information system. The Business Systems Analyst III classification is distinguished from the I/II classification by its extensive expertise in several relevant business functions and also by the ability to perform more complex analytical tasks. Incumbents in the III classification will perform all tasks currently covered in the I/II classification, including analysis, reporting, training and maintenance activities. The III classification will cross train with other business areas and will serve as backup for other business areas. In addition, incumbents in the III classification will analyze and recommend modifications to business process designs, document workflow, assess user requirements, and develop efficient and accurate data entry methods.

The addition of two Business Systems Analyst III positions in the Administrative Services Division will not result in a change to overall staffing within the District. Staff is proposing to conduct an internal recruitment for these positions and the resulting vacancies will be eliminated as an offset.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** The salary range for the Business Analyst III is currently \$128,460 to \$157,644. Based on the result of the internal recruitment, the additional annual cost of the two new positions is estimated to be between \$25,000 and \$35,000. Funds are available in the Administrative Services Division budget to offset the cost of the higher-level position.

**ATTACHMENT(S):** None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Finance	 Bret Uppendahl Finance Director	 Ben Horenstein General Manager