



**University of Texas at El Paso
Job Description**

Job Code: 9021
Job Title: Project Analyst
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 14, 2010

Summary: Analyzes activities of designated project to ensure that goals and objectives are accomplished within the prescribed time frame and funding. Performs complex (journey-level) project analyst work.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Analyzes, defines, and documents project requirements for data, workflow, logical processes, and required resources; assists in conducting analyses to determine the effects of the recommended project.

Designs analyzing instruments, both qualitative and quantitative for each of the projects' components.

Collects and analyzes data and make recommendations as deemed necessary.

Prepares project reports for management, client, or others and confers with project personnel to provide advice and resolve problems.

Assists in accomplishing project, staffing requirements, and allotment of available resources.

Ensures projects remain on schedule and within designated budget.

Ensures guidelines and specifications are met.

Ensures that human subject protocols are being followed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Three years related experience training in implementing and conduction studies and analyses, evaluating factors relating to programs and projects and overseeing the collection of information pertinent to program; or equivalent combination of education and experience.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and sit; use hands to feel; reach with hands and arms; walk; and talk or hear. The employee must occasionally lift and move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather); extreme hot (non-weather); and construction hazards. The noise level in the work environment ranges from moderate to loud.