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# Example of IT Process Analyst Job Description

Our company is growing rapidly and is looking to fill the role of IT process analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT process analyst

* Develops/configures workflows, analyses, templates, reports, imports/exports
* Architects, expands process science data architecture links to source systems
* Writes SQL and or configures middleware to capture/store data
* Oversees third party developers to scale and meet growing analytic demand
* Leverages repeatable frameworks to drive efficiencies and consistencies
* Performs quality reviews, ensures accuracy configurations and data integrity
* Monitors system data interfaces to ensure connectivity / performance
* Trains and provides end-user support for Analytics systems
* Troubleshoots data issues at the application, software platform and server level
* Manages and executes change control in a validated environment

## Qualifications for IT process analyst

* Ensures system operational controls are in place, active and enforced
* Configures analytic system/data access security settings/controls for users groups
* Work closely with DBAs/application administrators to resolve technical issues
* Work closely with Process Sciences, Quality and Manufacturing stakeholders
* Serves as application platform technical lead on system changes and upgrade projects
* Knowledge of data architecture, integration, mapping and meta data management