BULLETIN 2021-10 December 4, 2020

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| U.S. Department of LaborEmployment and Training Administration, Office of Apprenticeship (OA) Washington, D.C. 20210 | Distribution:A-541 HdqtrsA-544 All Field TechA-547 SD+RD+SAA+; Lab.Com | Subject: New Apprenticeable Occupation: Business AnalystCode: 200.1  |
| Symbols: DRAP/KAJ | Action: Immediate |
| **PURPOSE:** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new apprenticeable occupation:  Business Analyst O\*NET-SOC Code: 13-1111.00  RAPIDS Code: 3006CB Type of Training: Competency-based **BACKGROUND:** The occupation Business Analyst was submitted by Ms. Christina Arnone, Senior Program Manager HR, on behalf of T-Mobile Corporation, for an apprenticeability determination. The OA Administrator approved this occupation on November 23, 2020.Business Analyst performs the duties of: * Managing and executing projects and initiatives and analyzing data to develop insights and recommendations;
* Responsibilities include complex problem solving for business efficiencies, communicating recommendations to all levels, building and maintaining business scorecards, analyzing metrics and creating, maintaining and validating reports; and
* Develop communication plans for business operations changes as well as build, maintain and manage permissions for SharePoint sites.

Business Analyst will be added to the List of Occupations Recognized as Apprenticeable by OA when the list is reissued. A suggested Work Process Schedule and Related Instruction Outline are attached.**ACTION:** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance. If you have any questions, please, contact Kirk Jefferson, Program Analyst at 202-693-3399.**NOTE:** This bulletin is being sent via electronic mail.Attachment |