

Classification Title: Information/Technology Business Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION: Works with assigned departments as a technical advisor to support new and existing automation. Assists business units in researching needs, gathering requirements for automation, conducting business process reviews, assessing readiness for changes in business processes and software applications, preparing test scenarios for applications during development and modifications. Recommends modifications and technology solutions and serves on project team to provide technical support and expertise.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides business process analysis and consulting for departments on current and newly implemented systems. Assesses business automation needs, documents requirements, develops business cases, researches technologies, directs, schedules and assists in the development, testing and implementation of applications used in department systems. Assesses business unit readiness for changes to business processes and software applications. Serves as member of project team to develop and support technological solutions.
2	S	Assists and collaborates with Information/Technology Project Managers on projects which include system modifications and enhancements, application development, special assistance to other counties or agencies, development of interfaces, development of training manuals and information, supporting procurement process or related support activities. Works with vendors in researching and recommending new products and troubleshooting software problems or questions.
3	S	Provides technical expertise when modifications and/or enhancements to data or applications are requested. May perform design work on projects and troubleshoot hardware and software problems. May participate in initial installation/configuration/coding work.

#	Code	Essential Functions
4	S	Develops, publishes and implements training tools to facilitate better understanding for software and program users.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Computer Science, Business Administration or related field.
Experience	Four years of experience in business systems analysis, application development and/or technology project management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copiers, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.