



Business Analyst I

Salary Group: B20

Class Code: 0221

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
BUSINESS ANALYST I	0221	B20	\$45,158 - \$73,788
BUSINESS ANALYST II	0222	B22	\$51,614 - \$84,479
BUSINESS ANALYST III	0223	B24	\$59,004 - \$96,720
BUSINESS ANALYST IV	0224	B26	\$69,415 - \$117,397

GENERAL DESCRIPTION

Performs routine (journey-level) business analysis work. Work involves gathering, developing, and documenting user requirements; reviewing, assessing, and developing business processes; creating and validating user acceptance testing; assisting with post-implementation support of systems; and providing support for the systems development life cycle. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Business Analyst job classification series is intended for employees that work to improve the quality of information technology solutions to meet business needs at a state agency. Employees typically perform a liaison function among a program area of an agency, stakeholders, subject matter experts, and the information technology department to identify business requirements of the users and to coordinate the automation of new or improved existing systems to enhance business operations. In contrast, the Management Analyst job classification series does not focus on information technology; rather, employees in that series would perform organizational studies and evaluations to determine what changes could assist management in creating efficiencies in business operations and methods.

EXAMPLES OF WORK PERFORMED

Gathers, analyzes, and documents user requirements, business processes, and problems to automate or improve existing systems; elicits and documents business needs for new systems.

Analyzes program policies and procedures to determine their effect on automated systems and system functional areas.

Serves as a liaison by providing consultation, documentation, and direction to other areas with regard to analysis, design, configuration, testing, and policy implementation within all systems.

Develops and/or reviews complex system documents to convey business requirements and support efficient system design.

Develops, documents, and revises system design procedures, test procedures, and quality standards.

Monitors the maintenance and enhancement of routine computer systems to ensure proper functionality.

Participates in user acceptance testing and testing of new system functionality.

May identify potential project risks and difficulties, and may design strategies to mitigate or avoid them.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in business analysis work. Graduation from an accredited four-year college or university with major coursework in business administration, computer science, management information systems, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of software development life cycle and systems development life cycle concepts; of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources; and of project management principles and practices.

Skill in business analysis methodologies; in analyzing and evaluating complex information technology applications, policies, and issues; and in developing creative and workable solutions to complex problems and issues.

Ability to analyze and interpret technical information, including regulations, policies, and automation system documentation/specifications; to communicate in writing; to translate user/business needs into a technical style; to communicate technical instructions to system users; to analyze, evaluate, and integrate business rules into system requirements; to exercise sound judgment in making critical decisions; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.