

TITLE: BUSINESS SYSTEMS ANALYST I/II

FLSA: 3-NON-EXEMPT; 4 EXEMPT

REPORTS TO: INFORMATION SERVICES

UPDATED: SEPTEMBER 2017

PAY GRADE: 3/4

POSITION SUMMARY

This position serves as a business systems analyst responsible for business process analysis, requirements gathering, system testing, including creation of test scripts for MEDC's information systems and end-user technologies, and provides technical and analytical knowledge to assist users. This individual is also responsible for documentation, reporting, training and system administration functions for use of MEDC systems and technologies.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ✦ Recommends and documents business processes including meeting with business unit leaders and representatives to ensure automated business process rules are documented and integrated with department and corporate goals.
- ✦ Gathers, documents and reviews business requirements, specifications and test case scenarios for changes and enhancements to MEDC systems.
- ✦ Performs system administration tasks required to maintain and enhance configuration of various MEDC systems.
- ✦ Ensures issues are identified, tracked, reported on and resolved in a timely manner.
- ✦ Understands the needs and requirements of the MEDC business unit and works to fulfill those needs.
- ✦ Utilizes application tools to assure data accuracy and data integrity.
- ✦ (Business Systems Analyst II) Performs overall project management functions for cross-company Information Technology projects. Manages projects from initiation to closure.
- ✦ (Business Systems Analyst II) Considers alternative technologies and recommends innovative approaches to solving business problems and improving the effectiveness of the MEDC.
- ✦ Performs other related duties as directed by management.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a Bachelor's degree (B.A. or B.S.) from a four-year college or university in Business, Information Technology, or a related field.

EXPERIENCE:

Business Systems Analyst I – Pay Grade 3: This position requires a minimum of two to four years of experience working with IT. Work experience in project management, business process analysis, requirements gathering, testing, training, documentation and/or data quality is preferred. Experience in technologies and business systems used by the MEDC is preferred.



Business Systems Analyst II – Pay Grade 4: This position requires a minimum of three to five years of experience working within IT, with specific experience in project management, business process analysis, requirements gathering, testing, training, documentation and/or data quality. Experience in technologies and business systems used by the MEDC is preferred.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(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.)

REQUIRED:

1. Ability to work independently with minimal supervision.
2. Ability to read, analyze, and interpret general business documents.
3. Ability to apply common sense and understanding to carry out instructions furnished in written, verbal, or diagram form.
4. Ability to function with strong written and verbal communication skills.
5. Ability to solve practical problems and deal with a wide variety of concrete variables in situations where only limited standardization exists.
6. Ability to write reports, business correspondences, business and procedure manuals.
7. Ability to maintain confidentiality of sensitive projects and information.
8. Ability to work in a team environment with strong listening skills.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.
10. Advanced ability to effectively use business computer software such as word processing, spreadsheet, presentation, and process diagramming software.
11. Ability to define and execute system configuration changes required to meet business unit requirements, and ability to create technical requirements for application system developers.
12. Ability to function with a keen attention to detail.
13. Ability to think strategically and tactically.
14. Ability to maintain a good working relationship with all team members.

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 sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.