



COMPUTER SYSTEMS BUSINESS ANALYST 1

Department: Various
Job Class #: 630900
Pay Range: Professional 28

FLSA: Non-Exempt
Represented: Both
CSC Approved: 09/14/10

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: An employee in this classification primarily functions as a liaison between a county department and IT (which may include 3rd party vendors) to automate business systems. This classification provides routine technical assistance to departmental staff in the IT areas of end-user development, application project planning, testing, report writing, queries/batches, statistical analysis, troubleshooting, and training.

SERIES CONCEPT: The Computer Systems Business Analyst 1 is the first level in the series. This position is distinguished from other levels in the series by the complexity of work and the level and scope of supervision received.

ESSENTIAL FUNCTIONS:

- Assist with tracking, testing, and troubleshooting software development issues and enhancement requests.
- Gather department requirements for new or enhanced application software features.
- Coordinate project timelines.
- Develop and communicate prototypes of user interface for department.
- Test changes and enhancements to software application systems (including creating documents and test scripts, manually updating document status and tables, and testing functionality).
- Train users on new and updated software applications or processes.
- Create, maintain, and run queries for reports and statistical analysis.
- Design and maintain scannable and electronic forms.
- Act as a liaison between the department and Information Technology (which may include 3rd party vendors) to ensure the assigned department's project needs are being communicated effectively and are on schedule.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.
- May maintain electronic file structure for department.
- May develop, review, or update web pages using Internet Content Editor.
- May assist with database or spatial analysis.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the supervision of a technical or administrative superior. Work is reviewed through meetings, reports, and results achieved and compliance with regulations and policies. Training, technical assistance, and guidance are provided by the Information Technology division of Finance.

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Classification Description – Pierce County

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Computer Systems Business Analyst 1 typically works in an office environment on a daily basis; positions in the Sheriff's Department may work within a confined area of a maximum security correctional and detention facility and may be exposed to the inmate population. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties. Lifting requirement of 40 lbs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Windows operating systems, common software applications, and database design.
- E-Mail systems and Internet.
- Application testing methodologies and computer networking.

Skill in:

- Troubleshooting and investigating software problems and providing solutions.
- Testing new and modified applications.
- Designing and presenting forms and reports.

Ability to:

- Learn and troubleshoot internal software applications.
- Create/maintain training materials.
- Work independently and as part of a team. Work effectively and productively with others.
- Understand and follow written and verbal instructions.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: An Associate's degree in business analysis, business, or related field and two or more years of computer systems business analyst experience is required. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Prior to being hired in any county department in which compliance with the US Department of Justice CJIS security policy is mandated, a candidate must successfully complete the required background investigation, which may include fingerprinting, physical examination, behavioral assessment, and polygraph. Thereafter, employers must continue to meet CJIS standards and requirements. A valid Washington State driver's license may be required when travel is required of the position.