Analyzes customer and information systems requirements and supports the conversion to new software solutions through project coordination. Reviews, analyzes and evaluates business processes, existing systems, user needs and technology opportunities and provides a detailed description of needs, programs and systems functions, and steps required to purchase or develop solutions.

Initiates and coordinates projects through their lifecycle from definition to implementation. Works closely with functional experts, technology providers and other analysts to coordinate initial information gathering and analysis; including fit/gap analysis, procurement, project scheduling, data migrations, testing and implementation phases on larger, more complex projects. Applies professional methodologies and documentation standards to all projects. May lead cross-functional teams.

7582 Business Systems Analyst I – Non Exempt (PSS Grade 3)

Supervision: General supervision

Complexity: Formulates and defines system scope and objectives based on an analysis of user needs and a solid understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems taking into consideration computing capacity, time constraints and form of desired results. Performs analysis of business and user needs, documents requirements and translates them into proper system specifications. Competent to work on all but highest technical phases of systems analysis while considering impact of business applications to current business environment.

Scope: This is the entry level position for this series. May work on portions of large, complex systems or perform analysis on small systems as a whole.

Applied Knowledge: Good grasp of the principles of standard business process analysis

7580 Business Systems Analyst II (PSS Grade 5)

Supervision: General Direction

Complexity: Works on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. With this knowledge develops or modifies moderately complex business systems. Analyzes business and user needs, documents requirements and revises existing system logic difficulties as necessary. Uses professional concepts and institutional objectives to resolve complex issues in creative and effective ways. Exercises independent judgment in selecting methodologies and evaluation criteria to obtain results. May provide guidance to lower level business analysts or software developers.

Scope: This is the journey level for the series. Incumbents are expected to have full responsibility for business systems of moderate size and complexity or for substantial portions of very large, complex systems. May interact with senior level management.

Applied Knowledge: Professional level understanding of principles of business process analysis plus a depth-of-field knowledge of area of application.

0705 Business Systems Analyst III (MSP Grade F)
Supervision: Direction

Complexity: High level technical contributor with recognized expertise in particular business processes responsible for formulating systems scope and objectives relative to the departmental, divisional or institutional business plans. Acts independently or lead member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on highly complex projects. Works on significant and unique issues where analysis of situations or data requires an evaluation of intangibles. Devises and/or modifies procedures to solve the most complex technical problems related to computer capacity and limitations, operating time and form of results. Creates detailed design specifications from which programs may be written. May supervise others.

Scope: This is an advanced level in the series requiring the incumbent to have broad expertise and unique knowledge to resolve the most difficult problems in complex and highly complex systems across divisions or the campus as a whole.

Applied Knowledge: Recognized technical contributor in the field with advanced knowledge of business process principles. Uses skills to advance institutional objectives.