

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Server Group

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006334

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 14  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    PR 35  
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Gathers and analyzes information from stakeholders, business owners, customers and management for implementation of information technology solutions. Identifies documents and analyzes business requirements. Creates Information Technology process flows and flowcharts. Analyzes, reviews, and recommends possible solutions to identified business problems thru the implementation of technical solutions.	<p><b>Knowledge of:</b> (1) oral and written communication tools and techniques; (2) customer support and personal service; (3) Project Management lifecycle methodologies; (4) IT systems development lifecycle management concepts; (5) technical writing and documentation practices; (6) quality assurance principles; (7) requirement analysis principle and methods; (8) methods and approaches for sharing information through the use of IT assets; (9) business process modeling methods and techniques.</p> <p><b>Skill for:</b> (10) reading comprehension; (11) assuring quality; (12) identifying and specifying business requirements; (13) operation analysis; (14) time management; (15) facilitating meetings; (16) troubleshooting; (17) critical thinking; (18) complex problem solving.</p> <p><b>Ability to:</b> (19) define problems; (20) collect data; (21) establish facts and draw valid conclusions; (22) prepare meaningful, accurate and concise reports; (23) stay abreast of current technologies in area of IT assigned; (24) communicate effectively; (25) manage multiple demands or tasks on projects.</p>

JOB CODE TITLE  
Business Process Analyst 2

JOB CODE  
69962  
APD 9-23-15 VLB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE  
8/20/15

