

POSITION DESCRIPTION

AGENCY/DEPT ID DAS505340

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Network

COUNTY OF EMPLOYMENT
Franklin

This row is for Information
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Enterprise Change Management

SECONDARY TECHNOLOGY (IT ONLY)
Enterprise Network Security Administration,
Enterprise Network Management

POSITION NUMBER
20006437

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006384 Data Systems Administrator,

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Uses business process modeling and/or vendor solution evaluations to analyze potential for streamlining or reengineering business processes via implementation of information technology solutions; identifies risks and recommends changes related to processes, projects and procedures; makes recommendations for gains in efficiency or costs thru implementation of information technology solutions. Develops project plan with project manager or recommends approach through defining tasks, leading meetings and other tasks to gather and coordinate activities for requirements gathering.</p>	<p>Knowledge of: (1) oral & written communication tools & techniques; (2) customer support & personal service; (3) state & agency policy, procedures & applicable laws*; (4) vision, mission & goals of agency*; (5) IT systems development lifecycle management concepts; (6) technical writing & documentation practices; (7) quality assurance principles; (8) requirement analysis principle & methods; (9) methods & approaches for sharing information through the use of IT assets; (10) business process modeling methods & techniques; (11) IT security principles & methods; (12) technical tools available for consideration (13) IT principles, methods & practices in the assigned specialty area; (14) performance monitoring principles & methods; (15); interrelationships of multiple IT specialties; (16) business process & operations of customer organizations; (17) IT metrics methods & concepts; (18) cost-benefit analysis methods; (19) project management principles & methods.</p> <p>Skill for: (20) reading comprehension; (21) speaking, (22) service orientation; (23) assuring quality; (24) identifying & specifying business requirements; (25) operation analysis; (26) time management; (27) interviewing; (28) presenting; (29) facilitating; (30) troubleshooting; (31) critical thinking;</p>

JOB TITLE
Business Process Analyst 3

Handwritten signature and date: [Signature] 4/22/10

JOB CODE
69963

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Handwritten signature

4/22/10

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%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		(32) complex problem solving; (33) developing & interpreting policy & strategies governing the planning and delivery of IT services; (34) judgment & decision making; (35) coordinating. Ability to: (36) define problems, collect data, establish facts & draw valid conclusions; (37) prepare meaningful, accurate & concise reports; (38) stay abreast of current technologies in area of IT assigned; (39) apply new developments to previously unsolvable problems
30	Gathers and analyzes information from stakeholders, business owners, customers and management. Performs as liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members.	Knowledge of: 1 – 19 Skill for: 20 – 34 Ability to: 36 – 39
30	Performs validation of solutions by analyzing the end product and specification requirements. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.	Knowledge of: 1 – 19 Skill for: 20 – 34 Ability to: 36 – 39
	<p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>	<p>*developed after employment</p>

JOB TITLE
Business Process Analyst 3

APD 4/22/10 *[Signature]*

JOB CODE
69963

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

4/22/10