100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS501640

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/IT Policy	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)

POSITION NUMBER 20006624

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior Business Process Analyst	20006622 Information Technology Manager 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 36 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	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.	**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. **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; *developed after employment.

JOB TITLE Business Process Analyst 3

JOB CODE 69963

7-30-10

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 7/28 2010

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS501640

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Position Hyperlinked to Agency Organizational Tree ☐

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☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 36 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE Business Process Analyst 3

JOB CODE 69963 HD 7-30-10 KB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		(30) troubleshooting; (31) critical thinking; (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
20	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 **Line of Business: Enterprise IT Standard & Policy Development** (e.g., creating/editing enterprise IT artifacts). *developed after employment.
	Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.	

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7/28 2010