POSITION DESCRIPTION

		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006643

☒ 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 ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 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 CODE TITLE Business Process Analyst 2

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.	**Knowledge of:** (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. **Skill for:** (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. **Ability to:** (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.

JOB CODE 69962 APD 5-6-15 VS

SRD 4/6/15

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3/26/15

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006643

☒ Reclassification ☐ New Position ☐ Update

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 35 Page 2 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
30	Performs validation of solutions by analyzing the end product and the requirements specifications. Performs as liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members.	**Knowledge of:** 1, 2, 5, 6, 7, 9. **Skill for:** 10, 11, 12, 13, 14, 15, 16, 17, 18. **Ability to:** 19, 20, 21, 22, 24, 25.
25	Develops skills necessary to provide, and assists with, managing risks and changes related to processes, projects and procedures. Assists in developing project task plans, leading meetings and other related tasks to gather and coordinate activities for requirements gathering. Develops skills and understanding of advanced business modeling, technology solutions, vendor solution evaluations, and recommendations to meet defined business requirements. Answers questions and presents mentorship opportunities to peers and/or lower-level staff via conversation, observation or technical documentation.	**Knowledge of:** 1, 3, 4, 6, 7, 8, 9. **Skill for:** 10, 11, 12, 13, 14, 15, 16, 17, 18. **Ability to:** 19, 20, 21, 22, 24, 25.
	Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.	

JOB CODE TITLE
Business Process Analyst 2

JOB CODE 69962

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		3/26/15