

Job Class Specification

Title:	Business Systems Analyst (Level 1)
Job Code:	199000
Bargaining Unit(s)/Grade:	AFSCME Gr 30/Non Represented Gr 7
FLSA Status:	Non Exempt
Safety Sensitive:	No
Competency Model:	TBD
Career Family:	TDB

Summary

Under general supervision, performs a variety of routine para-professional and technical duties in the areas of system troubleshooting and business policies and procedures review; assists with systems analysis and testing, implementation of computer systems for assigned business unit; provides user support and to assist in additional system module implementation including vendor upgrades; provide responsible assistance to higher level management staff; and performs related duties as assigned.

This is the entry level classification in the Business Systems Analyst job class series. This class is distinguished from the Business Systems Analyst 2 by the lesser degree of difficulty and complexity of work performed and by the lesser degree of independent judgement exercised and supervision received. Incumbents in this class perform routine technical and para-professional work. Incumbents in this class also have a significant role in the preparation of procedure and training documentation with less over-all time/emphasis in the area of system analysis and recommendation of system solutions.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Assists in routine system testing, user documentation, and implementation of added systems features.
- Performs routine system analysis; test and recommend system solutions.
- Communicates with system users as the first point of contact regarding system problems; provide responsible and effective support to system users.
- Performs routine procedural audits; identify areas to be considered for improved efficiency.
- Analyzes and troubleshoot routine system problems; identify proposed solutions.
- Prepares procedure and training documentation.
- Prepares and design routine system generated reports.
- Work direction/lead work responsibilities: none.
- Other related duties as assigned

Non Essential Responsibilities

- None.

Qualifications

Education	A Bachelor's degree in Finance, Economics, Business Administration
Experience	Zero. Substitution: Additional years of related experience may substitute for the Bachelor's requirement on a year for year basis.
License Requirements	

Knowledge, Skills and Abilities Required:

Technical	Knowledge of goals, operating procedures, workflow and regulations regarding departments functions. Knowledge of workflow analysis and simplification techniques.
Computer	Intermediate computer skills in word processing, complex spreadsheets, graphics presentations and database management required (Word, Excel, Access and PowerPoint). Proficiency in the use of Crystal Reports or similar application preferred.
Language	Level 2. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers or clients.
Math	Level 4. Ability to interpret and apply mathematics and statistical methods and procedures gained through professional educational training.
Human Relations	Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History:
Template revision 10/20/06;