

Code: 4223

*Title: INFORMATION TECHNOLOGY BUSINESS SYSTEMS ANALYST SENIOR –
CENTRAL IT*

SUMMARY: Analyzes, designs, develops and implements enterprise level management information systems for user departments within Pima County. This classification is distinguished from the Information Technology (IT) Business Systems Analyst classification by its focus on the analysis and design of enterprise-level business systems as well as the complexity of assignments that are assigned. This classification is unique to the County's centralized Information Technology Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Analyzes existing business processes and procedures to identify needs and desires for enterprise-level management information systems;
Documents current business work-flows using modeling and diagramming techniques;
Defines and documents system functional requirements;
Leads a technical team on defining and documenting technical design specifications and testing results;
Participates and makes recommendations in making buy or build decisions;
Compares multiple systems by performing Gap Analysis;
Develops process models and process decomposition diagrams;
Develops Data Models, Data Flow Diagrams and UML Use Cases;
Assist in project planning, definition, requirements and analysis;
Assist in project design and test plan/script development;
Writes technical specifications, which describe business objectives, functional overview, data requirements, interface requirements, data mapping, UI design, processing requirements, business rules;
Trains and educates end users on new systems;
Assist users with the configuration of developed applications based on their workflow and business needs.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles of project and systems development life cycle;
- systems analysis at the enterprise level;
- principles and techniques of systems analysis and design applicable to networking and operating systems; machine language(s) appropriate to area of assignment;
- operating principles, capabilities, limitations, trends and developments of networking and operating systems, modules, hardware and software;
- principles and techniques for conducting GAP analysis; research methods including the design, analysis and documentation of results;
- effective communication techniques.

Skill in:

- project planning, management and control;
- identifying, analyzing and resolving problems and needs applicable to automated information applications and systems;
- using appropriate machine language(s) to develop and maintain platforms for automated information systems;
- organizing, conducting, analyzing and documenting systems research and development;
- implementing procedures and methods used in conducting systems analysis;

- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

1) A Bachelor's degree from an accredited college, university or technical school with a major in Computer Science, Computer Engineering, Management Information Systems, or a closely related field as determined by the Appointing Authority at the time of recruitment, and six years of experience performing IT-related Business Systems Analysis.

(Additional relevant education/experience from an accredited college, university or technical school may be substituted)

OR:

2) Three years with Pima County as either an Information Technology Systems Analyst or an Information Technology Business Systems Analyst-Central IT.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

Special Notice Item: Some positions may require satisfactory completion of a personal background investigation, polygraph examination, and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections, or Courts facilities, property and associated confidential and sensitive information, documents, communications, and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 12/06/07(cs)
Updated 08/11/09 gs