EMPLOYEE NAME: _____

JOB DESCRIPTION

POSITION TITLE: Business Analyst, IS	**JOB CODE:** 446H
DIVISION: Technology Services	**SALARY SCHEDULE:** Technology Services
DEPARTMENT: Information Systems	**WORKDAYS:** 238
REPORTS TO: Director, Information Systems	**PAY GRADE:** Rank H (NT08)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Provides reviews, analysis, implementation services, improvement proposals, and other application design components for new and existing District business applications.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree
2.	Certification/License Required: None
3.	Experience: 4 years of experience with business applications
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; may require lifting or moving objects at times
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office Suite; strong math and analytical skills; leadership skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Participates in evaluations of potential new third-party products or evaluation of features in existing products.
3.	Consults with functional unit management and personnel to identify, define, and document system needs and objectives, current operational procedures, input and output requirements and levels of system access.
4.	Plans, organizes, and conducts business process re-engineering sessions for new or existing computer applications.
5.	Conducts change impact analysis to assess the potential impact of changes or implementation of new business systems, including researching and preparing statistical reports using data collected during the research and analysis phases of project management.
6.	Develops detailed user stories, acceptance criteria, screen mock-ups, flow diagrams, charts, test cases, test conditions and other application design components following the standard SDLC methods,
7.	Tracks and fully documents system changes for inclusion in functional and business specifications.
8.	Acts as liaison between departmental end-users, software engineers in the analysis, design, development, configuration, testing and/or maintenance of information management systems to ensure optimal operational performance.
9.	Reads and interprets current functional and technical documentation and becomes a subject matter expert for information systems applications in use by the District.
10.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____