

**CALAVERAS COUNTY
BUSINESS SYSTEMS ANALYST III**

DEFINITION:

Incumbents in this class series perform specialized professional and technical duties. Functioning in a liaison capacity, incumbents combine expertise with information technology to translate departments' business requirements into system deployments. Incumbents serve all departments within the County. The primary system modules are finance and human resources.

DISTINGUISHING CHARACTERISTICS:

This is the advanced-journey level position in the Business Systems Analyst series. Under direction, and on a regular and recurring basis, incumbents either: (1) apply an in-depth, comprehensive working knowledge in the service of multiple primary software modules or a thorough knowledge and performance of tasks in at least three sub-modules within a primary module; and/or (2) lead three or more Business Systems Analysts in addition and secondary to their own work. Incumbents exercise great latitude in determining work methods and assignment requirements. Incumbents at this level are distinguished from the Business Systems Analyst I/II by the breadth and scope of practical knowledge and skill required of the assignment. Additionally, incumbents at this level are distinguished from the Business System Analysts by their broader understanding of business systems and ability to perform more complex modification and configuration with the various systems.

EXAMPLES OF DUTIES:

- Acts as lead liaison between department end-users, technical analysts, information technology analysts, and vendors in analyzing, designing, configuring, testing and maintaining software systems to ensure optimal system performance.
- Serves as a resource to professional and technical staff and departmental employees on configuration, modification, implementation and testing within multiple primary systems modules.
- Works in a technical and project lead capacity; directs professional and technical staff.
- Works in a detailed hands-on capacity with moderately complex to complex system projects and assignments.
- Assists in defining project scope, objectives, and critical target dates.
- Aids in resolving system issues.
- Develops, coordinates, and implements plans to test business and functional processes during system development and quality assurance testing.
- Communicates proposed solutions and implementation details of system components to appropriate parties.
- Analyzes regulatory rules and issues to identify impact on current operations.
- Develops training curriculum and conducts formal training sessions for assigned customers.

SPECIAL REQUIREMENTS:

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

MINIMUM QUALIFICATIONS:

Knowledge of:

Team dynamics, team building and leadership; principles and techniques of software and systems quality assurance and control; basic knowledge of programming language; software systems development; project management techniques; principles and techniques of effective training; terminology and administrative procedures of the assigned department; departmental system policies and procedures; network operating systems and applications; principles, practices, methods and techniques used in a broad scope of computer operations; securing data, retrieval and storage; principles and practices of technical problem solving; highly technical network hardware and software configurations and implementation; procedures and methods for testing business functions; and principles and practices of producing effective project documentation.

Ability to:

Lead projects of complexity; coach and mentor professional and technical staff; utilize advanced application software skills including presentation, spreadsheet, word processing and project management applications; work effectively with all levels of the county ranging from executive members to the end-users; perform a variety of systems' maintenance/repairs; install, configure, and maintain PC's, network servers, printers, and collateral hardware; research technology, analyze and make effective recommendations to management; identify and correct errors and mistakes in applications and files; analyze, plan, and install new systems and applications; analyze situations accurately, make recommendations and take appropriate action; communicate effectively orally and in writing technical terminology into language understandable to department staff; work effectively in a diversified team; prepare and maintain clear concise and complete records and reports; and establish and maintain cooperative working relationship with employees, coworkers, managers and vendors.

TRAINING AND EXPERIENCE:

Any combination equivalent to experience and education or training that would likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Bachelor's Degree in Management Information Systems, Business Administration, Accounting, Finance, or a closely related field AND three years of progressively responsible full time paid experience in performing system configurations, modifications, testing and implementation duties.

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility to work in a standard office environment; use standard office equipment and attend off-site meetings; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone and ability to lift and carry items weighing up to 30 pounds such as computer monitors, laptops, and printers for distances up to 100 feet.

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Established. August, 2006

Revised ~~April~~ May, 2019