



BUSINESS SYSTEMS ANALYST, ASSOCIATE

Characteristics of Work

Incumbents in this family are responsible for designing, implementing, and maintaining new applications systems and upgrading and/or maintaining existing systems. Individuals in this role typically specialize in either a functional or user area of the organization and provide consultative assistance in the analysis and design of systems for the function/user. Business Systems Analysts have the key responsibility for the user contact and act as a liaison between the non-technical user and other technical staff to ensure that the user's requirements are met in the most effective way.

Associate Business Systems Analyst is an entry level position where incumbents work with small project teams or under the guidance of a coach or mentor. At this level, they learn tools and methodologies in addition to gaining knowledge of the functional/agency area supported. They also provide assistance to clients by answering questions and resolving problems related to hardware and software. Work while at this level becomes increasingly more complex and of greater scope in preparation for promotion to the next level.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Participates on a team of Business Systems Analysts, Systems Programmers, and end users in the definition of systems requirements including processing, reporting, data, and performance requirements.

Responds to end-user questions concerning software and hardware requirements and capabilities.

Performs various levels of application testing under the direction of a more senior staff member.

Develops user documentation, including system reference manuals and training materials.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs functional analysis to define systems requirements.
2. Interacts with functional area experts to develop an understanding of business implications for the application system.
3. Works effectively with clients and other non-technical staff in interviews or meetings.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of

the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field;

OR

Education:

An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee;

OR

Education:

An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field;

AND

Experience:

Two (2) years of directly related experience.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) certificate based on successful completion of an examination may be substituted for one year of the required experience. Certificate must be attached.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.