



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Business Systems Analyst

**Class Code: 1455
Work Days: 225**

GENERAL PURPOSE

Analyze business problems and assess how automated systems can be implemented to solve them; provide end-user application support; to gather data and analyze business and user needs in consultation with both business managers and end-users; coordinate and collaborate with technical teams; identify and facilitate issue resolution with functional and technical groups; document test results; develop and execute comprehensive software test plans; and provide Information Technology (IT) support for regulatory and compliance activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop comprehensive software test plans to ensure software applications are tested thoroughly.
 2. Test software applications to ensure their quality and compliance with established business policies and practices while documenting test results.
 3. Consult and collaborate with staff to review, develop, and implement new or updated procedures, software applications, and user documentation.
 4. Provide direct functional application support to district personnel and serve as a resource to professional and technical staff.
 5. Assist in defining project scope, objectives, and critical target dates.
 6. Develop, coordinate, and implement plans to test business and functional processes during system development and quality assurance testing.
 7. Develop training materials and curriculum and conduct formal training sessions.
 8. Work with school district and OCDE personnel to problem solve and develop solutions for complex business concerns.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Evaluate new software applications.
10. Perform analysis to determine software application requirements and issue resolution.
11. Define and document application requirements for computer application enhancements.
12. Coordinate the implementation of software updates working with internal organization personnel.
13. Work with software vendors to understand, configure, enhance, and support applications software products.
14. Follow established Quality Assurance standards and policies.
15. Configure, test, and document software applications to ensure their successful implementation and ease of maintenance.
16. Coordinate, schedule, and verify results of application utilities executed to support business applications and procedures.
17. Analyze, design, implement, and maintain user security for application access.
18. Analyze, design, implement, and maintain workflow models for software applications.
19. Design, develop, and maintain reports using application reporting tools.
20. Provide functional and technical support.
21. Participate in user meetings and training sessions.
22. Develop documentation for business software applications.
23. Keep up-to-date on emerging technologies and methodologies, and attend training classes as necessary.
24. Demonstrate attendance sufficient to complete the duties of the position as required.
25. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Concepts and principles of complex integrated business applications, such as Financial Accounting, Human Resources, Credentials, Benefits, Payroll, and Time Attendance.
2. Theories and applications of computer sciences.
3. Principles and practices of system testing, analysis, and security administration.
4. Methods and techniques used to provide specifications, test, and implement applications.
5. Methods and techniques of evaluating business requirements and developing information systems solutions.
6. Project management and reporting.

Knowledge of (cont.):

7. Principles and practices of quality assurance techniques and testing.
8. Principles and practices of programming languages.
9. Methods and techniques of developing application technical manuals and documentation.
10. Methods and techniques of Structured Query Language (SQL)
11. Methods and techniques of databases.
12. Methods and techniques of reporting tools.
13. End user device operating systems.
14. Microsoft Office products.
15. OCDE business applications and processes.

Ability and Skill to:

1. Manage multiple projects/requests.
2. Prepare clear and concise correspondence, reports, and other written materials.
3. Interpret and apply federal, state, and local laws, codes, and regulations.
4. Establish and maintain effective working relationships with various constituencies.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in Financial Accounting, Human Resources, or computer related field, and three years of experience in the understanding of business functional areas, business management issues, and data analysis.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

Revised 3/2017