

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Business Analysis
Business Title:	Business Analyst I
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Business Analyst I consults with users to carry out business process assessments in an effort to align business initiatives with information technology solutions.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

Core Duties:

- Consults with users to carry out business process assessments utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities.
- Documents business requirements and the definition of business rules.
- Prepares functional, system and program specifications.
- Develops test cases and validates test results during user acceptance testing and system acceptance testing stages. Typically performs functional testing.
- Investigates, resolves and/or escalates problems.
- May provide input to project status reports.
- Participates in the assessment of new technology to support business goals.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

**Consequence of Error/Judgment:**

**Supervision Received:**

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency:**

<b>Core Competencies:</b>
<p><u>Collaboration (Basic – B):</u> Takes initiative to actively participate in team interactions. Without waiting to be asked, constructively expresses own point of view or concerns, even when it may be unpopular. Ensures that the limited time available for collaboration adds significant customer value and business results.</p>
<p><u>Communicating for Results (Basic – B):</u> Converses with, and writes to, peers in ways that support transactional and administrative activities. Seeks and shares information and opinions. Explains the immediate context of the situation, asks questions with follow-ups, and solicits advice prior to taking action.</p>
<p><u>Problem Solving (Basic – B):</u> Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required.</p>

**Role Based Competencies:****Analytical Thinking (Basic – B):**

Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

**Business Process Knowledge (Basic – B):**

Defines routine, integrated processes. Documents processes using basic formal process charting techniques. Applies process definitions and flows to work performed. Identifies process bottlenecks and contributes suggestions for process improvement.

**Initiative (Basic – B):**

Volunteers to undertake tasks that stretch his or her capability. Identifies who can provide support and procures their input. Identifies problems and acts to prevent and solve them.