

Office of the City Auditor

CLASS SPECIFICATION BUSINESS SYSTEMS ANALYST II

[Salary Grade 57B](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under limited supervision, provides consulting services, project management, and performs professional, technical, and analytical duties related to the operation, maintenance, and enhancement of Citywide or Office-specific information systems.

Responsibilities include: analyzing and providing resolution of business process or software configuration issues; conducting business process analysis; designing and implementing process improvements; configuring complex system changes in various business applications; testing configurations and troubleshooting process issues; contributing to the maintenance, operation, and development of information systems and business processes.

DISTINGUISHING CHARACTERISTICS

Business Systems Analyst II is the second of four classifications in the Business Systems Analyst series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Business Systems Analyst II is distinguished from Business Systems Analyst I in that the former is required to possess broad knowledge of software systems and business processes, serves in a project leadership role, may lead the work of a small to moderate size team, and requires less oversight and direction from supervisory or management staff.

Business Systems Analyst II is distinguished from Business Systems Analyst III in that the latter is required to possess advanced knowledge of software systems and business processes, frequently serves in a leadership role over larger projects, and may lead the work of staff or supervise a small number of employees.

Business Systems Analyst II is distinguished from the City's Applications Analyst series in that the former do not perform applications programming functions.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Provide support for software configuration and functionality; perform complex business analysis and configuration; monitor and apply regulatory and legal changes that affect business processes and software functionality; analyze and document processes and procedures for software applications.
3. Design and develop new or enhanced systems and processes; evaluate design and technology alternatives; evaluate vendor product packages and determine their fit with Citywide or Office

requirements; recommend hardware, network, and software requirements and write specification documents.

4. Design, test, and implement complex configuration changes to business applications to meet end user requirements; gather and document software requirements; assist customers with business process design; perform independent research to identify solutions; review current configurations; determine workable solutions; consult with stakeholders to determine impact of proposed configuration changes; design testing scenarios; provide assistance with cost benefit analyses.
5. Respond to change requests; analyze business rules, processes, and data requirements; identify and analyze complex, ambiguous, or conflicting work processes; research solutions and resources; translate business requirements into configuration designs; troubleshoot and resolve post-implementation configuration issues.
6. Provide ongoing functional support for system applications; troubleshoot and resolve reported problems; track issues and document solutions; design reports; identify trends in end user issues; initiate training and other solutions to improve user performance; consult with stakeholders on training materials; write and maintain training content.
7. Consult with management-level staff, end users, other staff, and outside agencies regarding business needs, software solutions, and best practices; write and coordinate business cases, gather requirements, and complete gap analyses; research technical and functional solutions; evaluate processes in relationship to business needs.
8. Serve as technical and functional lead over one or more software applications and assigned staff; plan, prioritize, delegate, and review the work of staff; track issues, assist staff with complex process and configuration analyses.
9. Anticipate future system needs; ensure documentation of system operations, changes, maintenance, and rules; seek opportunities to improve efficiencies
10. Research, evaluate, implement, and administer third-party software tools to enhance software functionality and streamline business processes; collaborate with system vendors to identify and resolve technical issues; recommend changes and system updates.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by a Business Systems Analyst IV, Enterprise Business Solutions Manager, Manager, or other management-level position.

This classification has no supervisory responsibilities, but may lead the work of a small to moderate size team.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of methods and techniques used in the installation, troubleshooting, upgrading, and problem resolution of software and other information systems.
2. Knowledge of business functions and relevant statutes, policies, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
3. Knowledge of principles, practices, and techniques of systems analysis, and information technology and communications systems management, including application design, hardware and software applications, and equipment.
4. Knowledge of and ability to apply principles, tools, and techniques for information technology project planning and management.
5. Ability to design, test, implement, manage, and support complex technology solutions.
6. Ability to develop and deliver end user training.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively.
8. Ability to apply analytic and problem-solving skills to develop sound, well-reasoned decisions, conclusions, and recommendations.

9. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
10. Ability to analyze customer business, communication, and information technology needs; identify alternative technological approaches; develop integrated, efficient, and cost-effective implementation plans.
11. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. May require the ability to supervise, evaluate, and provide guidance to other staff.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, information technology, computer science, or related field;

AND

Experience: Four (4) years of progressively responsible experience with business systems analysis, including information system development, system configuration, business process analysis, and project management.

Special Requirements and/or Qualifications:

Specific experience or qualifications may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

Experience working for a public agency.

Project Management Institute Professional in Business Analysis (PMI PBA)

International Institute of Business Analysis - Certification of Competency in Business Analysis (CCBA)

Bargaining Unit: Represented

FLSA Status: Exempt

HISTORY –

Revision Dates: 06-26-2023