

Position Description

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Report Run Date	Aug 12 2019 9:19AM
Position Number:	02023719
Dept:	INFO SYSTEMS & SVCS - RESEARCH - 061200
Position:	IT/TECHNICAL BUSINESS ANALYST
Approved Payroll Title Code:	0657
Approved Payroll Title:	BUS SYS ANL 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP24
POSITION DETAILS	
Job Summary:	<p>Under general supervision of the IT Development Manager and working directly with the Lead Business Process Analyst serve as IT/Technical Business Analyst to work on various Office of Research initiatives, providing extensive functional requirements gathering during the analysis phase of the software development cycle for Web-based applications.</p> <p>Work with clients to design, document, and implement new business processes. Work with clients to adapt existing business processes to work within constraints of existing software products. Identify and propose methods to maximize efficiency, both technical and nontechnical. Translate client business requirements and business processes into specific and detailed software requirements. Work with entire team to develop process flow diagrams, functional specifications, use cases, and project documentation that conform to team standards. Analyze data gathered, propose methods to maximize efficiency, both technical and nontechnical.</p> <p>Provide support to project managers, business systems analyst lead, and supervisor to meet project deadlines and assure outstanding service to the clients and the Project Sponsors.</p>
Campus Job Scope:	
Department Specific Job Scope:	This position requires participation in UC-wide technology efforts through facilitating and documenting project requirements and business processes related to each project; participation in initiatives with significant technology policy implications; Coordination and management of technical projects as assigned by lead project manager; membership and participation in various work groups (functional and technical); and participation with business units on product/solution surveys.
Positions Supervised:	NA
	<p>70% Business Systems Analysis</p> <ul style="list-style-type: none"> -Serve as OR IT Business Systems Analyst. -Implement, Configure and maintain functional aspects of new and existing systems. -Document business needs and functional requirements in the analysis phase of the software development. -Adhere to software development methodology standards and enforce

Essential Responsibilities:	<p>standards for requirements gathering and analysis.</p> <ul style="list-style-type: none"> -Identify and work with key stakeholders and/or their representatives to understand and document their business needs, problems, and opportunities. -Lead and document requirements elicitation sessions, creating relevant meeting agendas and publishing clear, concise, complete, and accurate meeting notes. -Identify and document the as-is model and the to-be states of the business area. -Create requirements specifications, which can include but are not limited to business rule sets, functional requirement statements, use cases, context diagrams, data flow diagrams, workflow diagrams, and entity-relationship diagrams, in accordance with established format and style guidelines. -Design, develop, demonstrate and revise prototypes. -Create functional test plans, perform functionality testing, and ensure that the desired state has been reached based on user acceptance. -Work closely with the project team to ensure clear and timely delivery of functional requirements. -Communicate any stakeholder's concerns that affect the assigned project or product developed to the Project Manager. -Provide suggestions to the project team to meet the business needs of the stakeholders throughout the project cycle. <p>20% Application Support</p> <ul style="list-style-type: none"> -Maintain system configuration and/or Master Data for assigned systems -Help Desk Support for assigned systems -System Upgrade support for assigned systems <p>10% Special Projects</p> <ul style="list-style-type: none"> -Work on special projects as assigned
Physical Demands:	<ul style="list-style-type: none"> -Work on special projects as assigned
Work Environment:	<ul style="list-style-type: none"> -UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<ul style="list-style-type: none"> -Extensive experience determining cross-organizational impact on existing business processes when system modifications and/or enhancements occur. -Extensive experience creating new processes and/or modifying existing processes in support of new system implementations. -Experience creating requirements specifications, including business rule sets, functional requirement statements, use cases, context diagrams, data flow diagrams, workflow diagrams, and entity-relationship diagrams. -Experience leading and facilitating meetings. -Experience to identify problems, investigate and gather related information from diverse sources. -Organizational and time management skills to ensure data accuracy and consistency and effective multi-tasking with detail orientation. -Experience using interpersonal and communication skills to clearly communicate technical issues verbally and in writing; and to effectively communicate with tact and diplomacy to a wide range of faculty, staff and students. -Knowledge and experience with the systems development life cycle (SDLC) with a focus on the role of analysis to create workflow models, data flow diagrams, and business requirements documentation in support of both new system implementations and existing system modifications.

	<ul style="list-style-type: none"> -Skills to prepare user acceptance testing activities and write user acceptance test plans, instructions, and other reference materials. -Experience in complex business analysis including creating as-is process models; conducting information gathering sessions with subject matter experts; identifying gaps in the current state; effecting gap closure with process owners; and developing to-be process models. -Experience working with or in a development or operations team using agile (Scrum, Kanban, etc) methodologies -Skills to communicate effectively both verbally and in writing across all levels of the organization.
Preferred Qualifications for Selection:	<ul style="list-style-type: none"> -Experience working as a Business Systems Analyst at a research university. -Experience configuring, managing and/or using the Stratocore PPMS system, preferably within a major research university. -Experience working with or in a research unit providing research equipment, services, or other support to a wider campus community at a research university. -Experience constructing, from incomplete, disjointed, and/or conflicting information, a comprehensive end-to-end view of a business system environment, and effectively communicating the vision to all levels of staff. -Experience creating and delivering presentations to stakeholders and subject matter experts. -Knowledge and experience with project management principles applicable to implementation. -Knowledge and experience to assess situations and needs, define problems, and develop strategies to meet long term goals to improve processes. -Experience proposing and guiding the implementation of appropriate configuration and/or process changes.

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date