

CLASS TITLE: BUSINESS ANALYST II

PURPOSE OF THE CLASSIFICATION: Under direction performs advanced accounting and business process analysis in a specialized applications/systems environment, involving system analysis, design, programming, testing, maintenance support of applications, training and coordinating project implementation and to ensure comprehensive and accurate rate structures and capital plans and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes, evaluates, designs and/or modifies and maintains computer applications/systems of moderate size and significant complexity to provide business, scientific and/or engineering needs and solutions
- Investigates, monitors and recommends solutions to applications/system problems
- Reviews requested process changes, determines design and integrity impact and develops detailed specifications for project implementation
- Performs complex programming and applications/systems analysis, design\modification and testing
- Ensures accurate application/system documentation, providing training, educational tools and materials
- Evaluates statistical data to ensure validity of system information and applicability to meeting business plans
- Assists with departmental long range business process planning
- Prepares, maintains and conducts various technical presentations
- Coordinates and prepares various statistical reports and annual audits
- Attends board/committee meetings (in some positions)
- Must report to work on a regular and timely basis

Finance

- Develops bid specs and purchase plans in some positions
- Writes Structural Query Language (SQL) procedural scripts to query tables, assessing data integrity
- Provides technical support and training for PC users, network systems, mainframe databases and/or applications
- Trains management and users on system and valid use of information for reports and planning

Water and Sewer

- Conceptualizes, analyzes, evaluates, and integrates complex computer business functions/operations to provide accurate and appropriate utility rate model and capital prioritization model
- Prepares both general and specific applications of cost benefit analysis to Department operations
- Analyzes weekly and monthly expenditures of Department divisions and consolidates these into periodic budget status reports and financial statements and develops and maintains departmental budget
- Maintains an inventory of Department vehicles, equipment and property, and prepares asset studies
- Maintains utility rate tables, including testing and validating new rate structures and proposing new rate ordinances
- Maintains utility Capital Improvement Plan (CIP) tables and project justifications, and coordinates review, completion and presentation of annual CIP plan

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in industrial engineering, mathematics, statistics, business administration, accounting or other related fields, including or supplemented by advanced coursework in computer sciences; and four (4) years of experience in business systems analysis and/or computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods, procedures, and techniques used in business applications; considerable knowledge of systems analysis, design and programming with an emphasis on accounting processes and procedures; knowledge of training, accounting statistics and modern business methods, principals and practices; and good knowledge of state-of-the-art data processing and communication technology and its application. Ability to lead, facilitate and organize projects; ability to analyze and interpret data and to prepare accurate and complete financial reports; ability to analyze complex issues and to formulate sound concepts; ability to work independently and to recognize, ability to analyze and solve complex business and/or organizational systems and programming problems; ability to effectively communicate both verbally and in writing; ability to program in at least two generally accepted computer languages (e.g., C++, Visual Basic, SQL); and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Demonstrated skills in project management, leadership, interpersonal relations and motivation.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching and bending; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or coordinate projects.

Class Code: 2540

EEO Code: N-02

Pay Code: AT-40

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: February 17, 2016