CLASS TITLE: SENIOR BUSINESS ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs business process analysis and re-engineering, creates specifications for requirements and provides project management support; and other related required duties.

ESSENTIAL TASKS:
- Defines organizational goals with specific objectives and determines the course of action to achieve these goals
- Researches and recommends standards, best practices, methods, & principles in support of IT and business projects, programs, and initiatives
- Gathers and analyzes information received from customers, IT staff and other professionals in support of IT and business projects, programs, and initiatives
- Supports IT project management by conducting feasibility studies and evaluating business and technical requirements   and defining acceptance criteria to predict impact on operations and data processing resources
- Identifies, assesses, and analyses risk pertaining to planning, operations, projects, and programs
- Consults with user departments providing information and problem solving services
- Assumes role of project coordinator to include scope definition and critical path analysis, instructing, directing, controlling and evaluating the work of others in maximizing productivity and results
- Participates in industry and other professional networks to ensure awareness of current standards, trends and best practices, strengthening organizational and technical knowledge
- Provides technical support and updates by writing technical policies, procedures, and specifications
- May assist project manager in planning/scheduling and resource allocation which may include strategic planning of future technology needs
- Must report to work on a regular and timely basis

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 computer sciences, industrial engineering, mathematics, statistics, business administration or accounting, including or supplemented by advanced coursework in computer sciences, and five (5) years experience in systems analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of business and systems methodologies; considerable knowledge of accounting, statistics, modern business methods, principles, and practices; knowledge of the City's revenue/expenses and total business structure in relation to systems' role; and knowledge of business process re-engineering concepts and methods. Ability to lead, facilitate and organize with proven project management, leadership, interpersonal and motivational skills; ability to work independently and to solve complex problems; ability to effectively communicate both verbally and in writing; 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.

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

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require some travel to various City locations to provide computer-related assistance; and may require on-call, after hour support for assigned production systems.

Class Code: 2509
EEO Code: E-02
Pay Code: IS-44

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: December 10, 2014