



REVISED:
04/21/2014

JOB TITLE:	BUSINESS ANALYST/DEVELOPER
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8565
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
As a contributing member of the software development team, assists in leading project teams and utilizes in-depth hands-on experience to collect business requirements, design, develop, and test software applications. Interacts with business owners and functions as a subject matter and technical expert in applicable business areas. Defines and recommends methods for improving organizational efficiency and reducing costs through business process automation and use of technology.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with the supervision of project teams and employs established internal standards to collect business requirements, translate functional requirements into technical requirements, and to design, develop and test software applications
Interacts with business owners, vendors and other stakeholders, functioning as a subject matter expert, technical expert and technology liaison in applicable business areas and defines and recommends methods to improve organizational efficiency and reduce costs through improvement of business processes and use of technology
Designs and develops reports and web applications including database design
Diagnoses, troubleshoots, and configures hardware relevant to software applications and provides satisfactory resolution in a timely fashion
Executes hands-on multiple concurrent projects utilizing effective time management, planning, organization, communication, and people skills to liaise with customers, developers, and other team members insuring timely delivery of projects and providing timely status updates to management and stakeholders
Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc data and/or report requests and strives to achieve developer certification
Employs proactive measures to resolve project problems, implements the same throughout the team, and performs necessary duties outside normal business hours to accomplish goals and meet deliverables
Assists in the software delivery process by testing software applications, and works closely with platform services and stakeholders to evaluate, recommend and support recommended and/or third party software, as needed
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree in a related field

Three (3) years extensive hands-on experience in all phases of software development coupled with excellent analytical and problem-solving skills

Hands-on experience in T-SQL, and MS SQL Server Reporting Services, knowledge of object-oriented programming languages and tools for the web, and enterprise database inquiry skills

A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree in computer science.

Web development, .Net technologies, and database design

Supervisory experience in software development