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

REVISED:

04/21/2014

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