



Job Classification Standard

Professional 3 (P3) – Business/Systems Analyst

Job Code Information

Union Code:	N/A
FLSA Status:	Non-Exempt
Job Family:	Information Technology
Sal Admin Plan/Grade:	Confidential – Range 41C
Approval Date:	November 28, 2023
Revision Date:	

Additional Information

Probationary Period:	6 months
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Description of Level

This is the third level in the IT Business/ System Analyst professional series. Seasoned professional with advanced knowledge in area of discipline. Responsible for providing professional support in a specific area(s) of information technology. Duties generally involve comparisons, verifications, reconciliations and compilations. Incumbents know the end product needed and where to send and receive the information and materials to fulfill responsibilities.

Independence and Judgment

Work is performed under general direction with supervision only typically occurring when repeat problems or missed deadlines occur. Work is guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity

Problems are varied and technical in nature and may be solved through advanced knowledge or using imaginative resolution strategies. Must find solutions to modestly technical and operational problems.

Description of Specialty

This description does not include all possible responsibilities in this work and does not limit the assignment of related responsibilities to any position of this specialty.

Uses knowledge of software programs and the needs of the college to help maximize productivity. Works with stakeholders to determine needs and coordinates with IT developers to create/configure/update software to meet those needs. Develops and implements new systems as well as enhancements of current systems. Identifies and analyzes business needs, gathers requirements, and defines the goals and scope of the work. Evaluates evolving business requirements and makes recommendations for appropriate systems alternatives and enhancements to current systems. Evaluates new applications and identifies systems requirements. Prepares communications



and makes presentations on system enhancements and alternatives. Creates detailed test cases and documents all programming and systems changes.

Supervision (Non-Exempt)

Employees in this classification do not have formal supervisory authority and are assigned these responsibilities: mentor/coach or provide guidance; lead project teams, committees and/or other collaborative efforts; interview applicants; direct work and/or evaluate the work of colleagues and/or co-workers. Employees may have authority to supervise student employees.

Minimum Qualifications

Bachelor's degree and at least three (3) years of experience or equivalent combination of education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Knowledge, Skills, and Abilities

- Knowledge and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Knowledge of current and emerging technologies, trends, and best practices in IT.
- Knowledge of disaster recovery and business continuity planning.
- Knowledge of IT governance, compliance, and regulatory requirements.
- Knowledge of District organization, policies, procedures, goals and objectives of assigned department.
- Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment.
- Ability to adapt to changing technologies and environments; strong organizational and time management skills.
- Ability to analyze situations accurately and adopt an effective course of action; analytical and problem-solving skills.
- Ability to collaborate and work effectively with colleagues and stakeholders from diverse backgrounds.
- Ability to communicate efficiently, including technical information to non-technical stakeholders.