City of Dallas
Classification Specification

Title:	**Information Technology Business Analyst**	**Class Code:**	**36405**
Application:	**Career Series**	**Pay Grade:**	**H**
Supplemental/Code:	**Professional/ 2**	**Established:**	**10/01/07**
FLSA Status:	**Non-Exempt**	**Revised:**	**01/01/09**

Position Purpose:

Provides entry level assistance in developing technical solutions to meet the departments' strategic plan by reviewing, analyzing and evaluating business systems and client department needs on small to medium sized projects.

Essential Functions:

1. Assists senior level business analyst in developing system requirements to meet the needs of clients.

2. Under close supervision, assists in developing recommendations of solutions for projects with limited scope and risk, after thoroughly evaluating all alternatives.

3. Assists in analyzing the effect of limited-risk and small-sized projects, ensuring they can be effectively integrated into existing systems and processes.

4. Assists in identifying the required resources for projects having limited risk and complexity.

5. May assist in developing systems designs.

6. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Basic knowledge of systems and business requirements, diagramming process flows, storyboarding, mapping, and use-case development.

Basic knowledge of testing methodologies and documentation practices, and the ability to contribute to requirements testability.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.