

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Information Technology Business Analyst II</b>	<b>Class Code:</b>	<b>36406</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>I</b>
<b>Supplemental/Code:</b>	<b>Professional/ 2</b>	<b>Established:</b>	<b>10/01/07</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

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

**Essential Functions:**

1. Assists senior level business analyst in developing well-defined requirements to meet the needs of clients.
2. Assists in developing recommendations of solutions for projects with limited scope and risk, after thoroughly evaluating all alternatives.
3. Assist in developing systems designs.
4. Under supervision, analyzes the effect of medium and large-sized projects, ensuring they can be effectively integrated into existing systems and processes.
5. Assists in identifying the resources needed for projects having limited risk and complexity. May prepare recommendations for management approval.
6. Participates in developing and enforcing standards, procedures, and methodologies that keep business systems operating on schedule and on cost.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

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

Intermediate 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.

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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.

