

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

<b>Title:</b>	<b>Information Technology Business Analyst III</b>	<b>Class Code:</b>	<b>36407</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>J</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>

---

**Position Purpose:**

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

**Essential Functions:**

1. Consults with clients in specified functional areas to identify business needs. Assists clients in developing well-defined requirements to meet those needs.
2. Recommends the most appropriate solution for projects with limited scope and risk, after thoroughly evaluating all alternatives.
3. Translates solutions into comprehensive systems designs.
4. Analyzes the effect of limited-risk and small-sized projects, ensuring they can be effectively integrated into existing systems and processes.
5. With supervision, identifies the resources needed for projects having limited risk and complexity. Prepares recommendations for management approval.
6. Develops, implements, leads, and monitors plans for projects having limited risk and complexity to ensure high-quality, cost-effective implementation.
7. Participates in developing and enforcing standards, procedures, and methodologies that keep business systems operating on schedule and on cost.
8. Serves as the liaison between information technology department and assigned client organizations.
9. Regular, reliable and punctual attendance is an essential function of the job.

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

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

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.

