

Job Title	IT Business Analyst III
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The IT Business Analyst III, under direction, serves as technical lead for a specific business analysis project or service. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of a systems analysis team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

Essential Duties and Responsibilities

- Represents a functional area at member institution meetings and oversees liaison relations with the client department and IT staff.
- Collects, analyzes, reviews, documents, and defines the system scope based on business needs and requirements. Coordinates the assessment of client needs through direct interaction, mapping of current and future business processes, and looking for opportunities to develop and improve the business through effective use of technology. Coordinates the creation of detailed functional and technical system specifications. Designs data reporting and business intelligence systems to meet client needs.
- Coordinates and manages training and communications for end-users.
- Coordinates, reviews, and approves documentation.
- Develops plans for testing system configuration and maintenance. Develops patch and upgrade plans. Monitors testing of reports and scripts.
- Collaborates with the project leader to develop work plans and time schedules for projects including outlining phases, identifying personnel, and computing equipment requirements.
- Reviews and coordinates work requests. Monitors and coordinates corrections to system data. Coordinates the implementation of system security procedures.
- Oversees the troubleshooting, analysis, and escalation of problems and processes. Develops and implements change management plans.
- Manages team personnel.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Five years of related experience in business analysis.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of project management, mentoring, negotiation skills, basic vendor relations, advanced client relations skills, proposal writing, business acumen, persuasive communication, team leadership skills, and quality assurance methodologies.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements