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

Job Summary

The IT Business analyst IV, under general direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide business analysis services. Participates in mentoring, training, and development of other employees.

Essential Duties and Responsibilities

- Collects, analyzes, reviews, documents, and defines system scope based on business needs and requirements of multiple functional areas. Coordinates the assessment of client needs through direct interaction, mapping 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 for multiple functional areas. Designs data reporting and business intelligence systems to meet client needs.

- Monitors end-user training and communications across multiple functional areas.

- Establishes the standards and processes used to review and analyze documentation. Coordinates, reviews, and approves documentation for multiple functional areas.

- Establishes testing standards and procedures. Coordinates plans for testing of system configuration and maintenance across multiple functional areas. Reviews and coordinates the development of patch and upgrade plans across multiple functional areas. Coordinates the testing of reports and scripts across multiple functional areas

- Collaborates with project leaders and executive staff to develop work plans and time schedules for projects including outlining phases, identifying personnel, and computing equipment requirements.

- Coordinates work requests across multiple functional areas. Establishes and monitors procedures and protocols for system data corrections. Participates in the establishment of system security procedures.

- Oversees the troubleshooting and analysis of problems and processes across multiple functional areas. Reviews and coordinates the development and implementation of change management plans across multiple areas.

- Manages multiple 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 – Eight years of related experience in business analysis.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership and coordination, advanced project management, sourcing skills, advanced vendor relations, advanced business acumen, and change management. Knowledge of the information technology (IT) industry and mentoring.

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