



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Project Analyst	<b>Job Code:</b>	7055100	<b>Job Grade:</b>	GM
<b>Reports To:</b>	Assistant Chief Program Management	<b>Pos. No:</b>	TBD	<b>FLSA Code:</b>	E
<b>Department:</b>	Information Technology Services	<b>Loc. Code:</b>	2010001	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Program Management	<b>CS Code*:</b>	C	<b>EEO Code:</b>	B01

**Summary of Functions:** Assists with the planning, scheduling and coordination of technical project requests. Oversees the Project Request queue and ROI documentation. Schedules and conducts project audits and documents findings to ensure a seamless implementation.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Works with management and various business units and assists in the creation of the County's information technology project portfolio; liaises with various business units to document and track project requests.	50	E
2. Utilizes standardized documentation to ensure that projects are functioning according to the documented Software Development LifeCycle (SDLC); and documents findings for submission to Assistant Chief for review and corrective actions.	30	E
3. Manages all processes as they relate to the delivery and accuracy within the weekly status reports; monitors contractor performance; and ensures timely updates to project plans.	15	E
4. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Business Administration or in a job related field of study. Three (3) years in an Information Technology environment or in a liaison role with Information Technology and various business units.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Skilled with Microsoft Project and Microsoft Visio. Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FI2 230 PS: E3(38%)87 AC: E2A 87 TTL: 404 PTS: KH/PS/AC: 56-22-22 PROFILE: L

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 10/2006

Approved by Civil Service Commission on

Date 1/22/07

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.