



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Business Analyst	Job Code:	7070900	Job Grade:	KM
Reports To:	Senior Project Manager Criminal Justice Director	Pos. No:	TBD	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:		CS Code*:	A, B, C, or D	EEO Code:	C01

Summary of Functions: Manages all phases of the program system development lifecycle from project scoping, planning, and requirements definition to issues resolution, testing and implementation. Works closely with end users to analyze and design systems solutions to business problems and needs.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Meets with decision makers, systems owners, and end users to define business, financial, and operations requirements and systems goals; identifies and resolves systems issues; and leads design sessions to enhance business processes, operations, and information process flow.	30	E
2. Reviews and analyzes the effectiveness and efficiency of existing systems; and develops strategies for improving or further leveraging systems.	10	E
3. Collaborates in the planning, design, development, and deployment of new applications, and enhancements to existing applications; creates system design proposals; performs cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions; and provides orientation and training to end users for all modified and new systems.	20	E
4. Coordinates and performs in-depth tests, including end-user reviews, for modified and new systems, and other post-implementation support; and ensures compatibility and interoperability of in-house computing systems.	15	E
5. Prepares and delivers reports, recommendations, or alternatives that address existing and potential problem areas; communicates ideas in both technical and user-friendly language; and prioritizes and executes tasks in a high-pressure environment.	10	E
6. Creates systems models, specifications, diagrams and charts to provide direction to system programmers; and identifies and establishes scope and parameters of systems analysis in order to define outcome criteria and measure-taking actions.	10	E

7. Performs other duties as assigned.

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* *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, or in a job related field of study. Five (5) years of related experience in information technology based software/hardware analysis involving multiple computer subsystems, including two (2) years as a Lead Analyst.

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. Requires knowledge of information technology project methodologies, software development lifecycle in a relational database and development environment, enterprise architecture, and technology operations. Considerable knowledge of management analysis research techniques and performance measurements. Ability to identify and analyze end-user problems; ability to organize information in a logical manner and devise practical solutions to problems; ability to operate a personal computer, peripherals and basic office equipment; ability to assist Elected Officials/Department Heads with technical specifications for Requests for Proposal and Invitations for Bid. Must pass a background investigation. Must possess a valid Texas driver's license, with a good driving record.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Individuals must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Physical/Environmental Requirements:

Physical requirements include occasional lifting/carrying of 5-10 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to handling, walking, sitting, standing, bending and reaching to perform the essential functions.

Hay Points/Point Factor:

KH: FI2 304 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 588 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 11/29/12

Approved by Civil Service Commission on _____

Date 7/06, 1/22/07, 11/29/12; 8/19/2013

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.