

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: BUSINESS ANALYST III -
Information Technology

SALARY GROUP: B24

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lynn Ayala

DATE: 11/06/2015

POSITION #: 008239

I. JOB SUMMARY

Performs advanced business analysis work. Work involves coordinating the gathering, development, and documentation of user requirements; the review, assessment, and development of business processes; the creation and validation of user acceptance testing; the performance of post-implementation support of systems; research and special project support provided to users; and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Defines and analyzes business processes; facilitates the definition and design of future business processes; and performs functional analysis and design, including functional alignment, scope definition and negotiation, and business process design.
- B. Coordinates and analyzes user requirements, procedures, and problems to automate and improve existing systems; and coordinates and analyzes computer system capabilities, workflow, and scheduling limitations.
- C. Oversees the analysis of program policies and procedures to determine the effect on automated systems and system functional areas; provides complex quality assurance consultation; and oversees projects, assignments, and special initiatives.
- D. Establishes long-range objectives and specifies the strategies and actions to achieve them; and coordinates the information gathering, analysis, and development of business cases, reports, and similar artifacts in support of strategic initiatives involving information resources technologies.
- E. Defines and analyzes current state of technology; performs user experience design and specification, design validation, static and dynamic modeling, and solution analysis and design activities on assigned projects; develops and executes test cases; processes change requests; and manages a project's scope, acceptance, installation, and deployment.
- F. Reviews complex project deliverables such as project charters, design documentation, test plans, and risk assessment plans and provides comments and suggestions to document owners.
- G. Supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Computer Science, Information Technology, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning business analysis and information systems planning and design experience to include project coordination.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Governmental program experience preferred.
5. Criminal justice experience preferred.
6. Certification of Competency in Business Analysis (CCBA) or designation as a Certified Business Analysis Professional (CBAP) preferred.

B. Knowledge and Skills

1. Knowledge of project management principles and practices.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
3. Knowledge of the principles, practices, and techniques of computer programming and system design.
4. Knowledge of software development and systems development life cycle concepts.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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8. Skill in administrative problem-solving techniques.
9. Skill in analyzing and evaluating complex information technology programs, policies, and issues.
10. Skill in business analysis methodologies.
11. Skill to understand business objectives and translate user and business needs into a technical style in order to provide fully integrated solutions.
12. Skill to understand, elicit, and document functional and non-functional requirements and impact to business objectives.
13. Skill to analyze, evaluate, and integrate business rules into system requirements.
14. Skill in developing creative and workable solutions to complex problems and issues.
15. Skill to analyze and interpret technical information including regulations, policies, and automation system documentation and specifications.
16. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.