Position Description

Report Run Date: May 5 2017 3:42PM
Position Number: 02007424
Dept: ENT APPS & INFRASTRUCTURE SVCS - 061419
Position: BUSINESS SYSTEMS ANALYST
Approved Payroll Title Code: 7584
Approved Payroll Title: BUS SYS ANL 3
Approved MSP Salary Grade:
Approved PSS Salary Grade: PSS22

POSITION DETAILS

Under the general direction of the Manager of the Project Management Office, the Business Analyst provides support for UC Davis projects, programs, and initiatives. Provide a comprehensive, lead role in technical business analysis with regards to the analysis, selection and development of IT systems. Provide functional business analysis, business requirements documentation, systems and business work flows, data flows, and functional requirements for projects as assigned.

Campus Job Scope:
Department Specific Job Scope:
Positions Supervised: N/A

80% BUSINESS ANALYSIS
- Lead analysis and re-engineering sessions, devising and asking targeted questions designed to elicit specific relevant information from area subject matter experts. Coordinate with subject matter experts to document, according to established format and style guidelines, any revisions to the processes and systems that arise as a result.
- Develop business and system requirements using industry standards methodologies/templates like Data Flow Diagrams, Use Cases, and User Stories.
- Group processes within major business functions together and manage the analysis effort of these logical groupings according to
standard business analysis and project management methodologies.
- Document as-is/current state model
- Identify gaps between business need and current state
- Identify system inter-dependencies, gap closure issues/risks, and system change upstream/downstream impacts
- Drive gap closure
- Develop to-be/future state model
- Review for efficiency
- Drive implementation of changes to processes and/or systems
- Document new requirements that were not part of the original scope and notify Project/Program Manager of all changes.

20% MISCELLANEOUS
Maintain collaborative working relations with other members of development teams, user departments, campus administrators and outside organizations. Alternate duties may be assigned as necessary.

Physical Demands:
Work at a computer for extended periods of time.
Work in a busy office environment with constant interruptions.
Work alternate or extended hours as needed to meet peak workloads.

Work Environment:
Occasional travel is required to campus and off campus worksites.
UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check: Yes

QUALIFICATIONS
- Experience in developing business, functional and technical process flows, data flows, and work flows.

Minimum Qualifications:
- Experience in eliciting business and functional requirements; organizing, translating and simplifying requirements; and communicating requirements to project teams and project sponsors.
- Experience defining business and functional requirements for multi-tiered, complex software applications including creating mock ups
with explanations of field-level formats and data types, and business process mapping and re-engineering efforts for multi-tiered software development projects.

-Experience participating in project teams using political acumen, tact, and diplomacy to document and address workflow and process inefficiencies, system and technical requirements, and system dependencies.

-Experience leading and facilitating meetings.

-Experience determining cross-organizational impact on existing business processes and associated IT systems when system modifications and/or enhancements occur.

-Experience creating new processes and/or modifying existing processes in support of new system implementations.

-Experience working on large and complex, multi-tiered mission-critical systems.

-Experience with complex systems in a process-based workflow environment to define and follow workflow for field-level navigation and data element definitions.

-Experience working within a highly regulated environment and applying complex, changing regulatory and compliance requirements to potential solutions.

-Experience in assimilating large amounts of data in various formats to derive defensible, functional requirements.

-Experience using software for building and storing functional requirements.

-Experience working with spreadsheet, word-processing, database, presentation, e-mail, and web explorer software.

-Communication skills to effectively describe technical subjects to technical and non-technical audiences.
Preferred Qualifications for Selection:

-Experience with higher education institutions.

-Experience with Agile development methodologies.

-Experience with higher education systems such as student information systems or learning management systems.

-Experience applying generally accepted business analysis methodologies and tools to the application development environment, such as BABOK, functional decomposition, Use Cases, and MoSCoW.

-Knowledge of the systems development life cycle (SDLC), with a focus on the role of analysis within the SDLC, and experience creating workflow models, data flow diagrams, and business requirements documentation in support of both new system implementations and existing system modifications.

-Experience in the following areas of a complex business analysis: creating as-is process models; conducting information gathering sessions with subject matter experts, both one on one and in group settings; identifying gaps in the current state; effecting gap closure with process owners; developing to-be process models.

-Experience constructing, from incomplete, disjointed, and/or conflicting information, a comprehensive end-to-end view of a business system environment, and effectively communicating the vision to all levels of staff.

-Experience managing major change initiatives, bringing diverse needs and constituent groups together to create improvements.

-Demonstrated advanced analytical, problem-solving, and decision-making skills.

-Experience to analyze complex information and situations independently, identify problems and relevant factors, formulate logical conclusions, and recommend and implement alternative solutions.

-Professional judgment, creativity, and decision-making skills to assess situations and needs, define problems, and develop strategies to meet long-range goals to improve processes within the scope of responsibility of the position.

-Experience applying information technology to solve business
problems.

- Working knowledge of project management principles, and experience applying those practices to analysis efforts.

**Expectations**

- Read and follow the UCD Principles of Community.
- Strong detail orientation to ensure data accuracy and consistency and effective multi-tasking.
- Ability to identify problems, and investigating to gather related information from diverse sources.
- Highly motivated and results orientated.
- Ability to learn and apply personal computer-based software.
- Work with a diverse group of people to build high morale and group commitments to goals and objectives.
- React quickly and rationally during emergency or sensitive situations.
- Convey a helpful and positive attitude in support of the department's client service environment.
- Support departmental goal of providing positive, innovative and effective customer service.
- Accountability for the safekeeping of resources in the employee's care and custody and for following and implementing the cyber-safety guidelines.
- Demonstrate excellent organizational and analytical skills.
- Willingness to learn and apply new technology and willingness to develop skills to promote professional growth.
- Demonstrate excellent communication (oral, written, presentation, documentation) and interpersonal skills, using tact and diplomacy for interactions with others.
- Independently follow projects through to successful completion with a high degree of quality.
- Employ methodologies, tools and techniques that represent current business analysis best practices, both for traditional plan-driven methodologies and for contemporary change-driven methodologies.
- Use tact and diplomacy for interactions with others.
- Work independently under general direction to manage workload across multiple, simultaneous, and often not well defined projects and tasks, to maintain a high level of productivity, establish priorities, exercise good judgment, & meet deadlines under time constraints and shifting priorities.
- Attend conferences, classes, and exhibits, involvement in professional groups and associations, subscriptions to and readership of professional literature, and other sources of learning will all be referenced in evaluating the incumbent's initiative in this area.
- Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training, and report any workplace safety issues supervisor or designated safety coordinator.