



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

| <u>TITLE</u>                           | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|----------------------------------------|--------------|--------------|--------------|
| <b>IT BUSINESS ANALYST</b>             | <b>34</b>    | <b>B</b>     | <b>7.657</b> |
| <b>SENIOR IT BUSINESS ANALYST</b>      | <b>36</b>    | <b>B</b>     | <b>7.656</b> |
| <b>SUPERVISOR, IT BUSINESS ANALYST</b> | <b>38</b>    | <b>B</b>     | <b>7.655</b> |

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**JOB SUMMARY**

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Information Technology (IT) Business Analysts document, analyze, and recommend technical solutions to problems and participate in implementing, supporting, and documenting changes that lead to an improved operating environment.

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**JOB DUTIES**

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**IT BUSINESS ANALYST**

1. Apply recognized data processing concepts to business process plans and analyses.
2. Develop work and/or data flow diagrams that illustrate and describe functional processes of the system.
3. Document business and functional requirements for proposed projects.
4. Review and document test results to assess the accuracy and completeness of application code.
5. Monitor quality assurance.
6. Research and evaluate computer hardware and software needs.
7. Analyze business processes, propose improvements, and identify work processes that may be automated.
8. Define potential benefits of proposed systems or deficiencies to be corrected in the existing system.
9. Define and document data definitions and relationships to be used in the foundation of systems development.
10. Develop procedural alternatives in the absence of properly operating software.
11. Consult with stakeholders to determine business function and end-user requirements.
12. Conduct alternative analyses and develop written requirements for proposed systems and applications.
13. Train individuals in the use of the system and system software.
14. Test systems functionality by preparing test plans and participating in quality assurance.
15. Initiate system work requests.
16. Develop bridging specifications to program areas that interact with processes and output.
17. Consult with programmers regarding the technical requirements, logic, and deficiencies of programs.
18. Perform related duties as assigned.

**SENIOR IT BUSINESS ANALYST**

1. Duties performed at the previous level, AND:
2. Participate in recommending and justifying resource allocations and expenditure decisions.
3. Assist in procedure development, evaluation, preparation, and modification.
4. Develop transition plans.
5. Participate in training development and presentation.
6. Review, analyze, and interpret the effects of federal and State laws, regulations, and agency policies.
7. Write technical requirements for grant proposals.
8. Prepare documentation for the computer system manual.
9. Perform related duties as assigned.

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### **SUPERVISOR, IT BUSINESS ANALYST**

1. Duties performed at the previous levels, AND:
2. Serve as project leaders and define and manage project scope and objectives.
3. Prepare project justifications, timelines, status reports, and implementation plans.
4. Implement projects.
5. Assist in budget preparation, make purchase requests, and track and record expenditures and costs.
6. Manage project funding and resource allocation.
7. Provide technical guidance to contractors and staff.
8. Responsible for long-range, broad-based planning for a variety of automated programs.
9. Develop policies and procedures.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

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## **ESSENTIAL QUALIFICATIONS**

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### **EXPERIENCE AND EDUCATION**

#### **IT BUSINESS ANALYST**

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

#### **SENIOR IT BUSINESS ANALYST**

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

#### **SUPERVISOR, IT BUSINESS ANALYST**

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

#### **IT BUSINESS ANALYST**

Knowledge of:

- Modern computer hardware and software; principles, practices, and procedures required for designing and implementing information system-based solutions; a variety of end-user tools and applications; sources of information and research techniques; problem-solving methods.

Skill in:

- Testing and implementing computer systems changes.
- Analyzing information, problems, or practices to identify relevant concerns, patterns, tendencies, and relationships, and formulate logical conclusions.
- Writing concise, logical, grammatically correct analytical reports.
- Obtaining information, explaining policies and procedures, and persuading others to accept or adopt a specific opinion or action.

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- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and procedures and reach consensus.
- Organizing materials, information, and resources to optimize efficiency.
- Developing, analyzing, and interpreting program requirements.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze problems of limited complexity; analyze data and reach logical conclusions.
- Maintain effective working relationships with others; write business correspondence; read and understand technical information.
- Perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies, and procedures and prepare plans for revision; apply program regulations, policies, and procedures and select alternative methods that affect the manner and speed with which program activities occur.
- Interpret and apply broad and ambiguous laws and regulations; compute ratios, rates, and percentages; decompose problems into constituent parts.
- Interview users to identify needs; make decisions on appropriate actions after reviewing alternatives.

### **SENIOR IT BUSINESS ANALYST**

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency policies and procedures related to the program area; automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations; formal systems design methodologies.

Ability to:

- Coordinate the exchange of information and opinions with others to formulate policy and procedures.

### **SUPERVISOR, IT BUSINESS ANALYST**

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- System documentation principles; business process planning and analysis; project team dynamics; project control techniques, including cost estimating and resource scheduling; program budgeting.
- Supervisory principles and practices; State purchasing; basic principles and practices of training and providing procedural direction to others.

Skill in:

- Researching, writing, and presenting program plans, statistical and narrative reports, and requests for proposals.
- Interpreting and applying broad statutes and regulations to specific situations.
- Establishing and maintaining project priorities, timelines, and completion dates.

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- Providing technical and professional guidance to staff.

Ability to:

- Plan, implement, and maintain information systems on an agency-wide basis; perform feasibility studies/cost benefit analysis for information systems; set priorities that accurately reflect the relative importance of agency goals and objectives; logically analyze problems of considerable complexity.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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### SPECIAL REQUIREMENTS

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1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

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### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)

- |                                               |                                                      |                                                      |                                                |                                             |
|-----------------------------------------------|------------------------------------------------------|------------------------------------------------------|------------------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)

- |                                                                                       |                                                                              |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                  | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |

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|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time                                                                                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions                                                                                                                                                                                                                                                                |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.