

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : IT Business Analyst III
Department: Information Technology
Revised : April 2021

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the IT Business Analyst III classification.

GENERAL DESCRIPTION

Professional level work in systems analysis and programming of computer applications. While work is performed with a degree of independence, general supervision is provided by the Assistant IT Director, who reviews work through analysis of reports submitted, through the testing of applications programmed, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Interacts with a broad range of clients which requires strong communication skills and the ability to use a wide variety of technical resources; develops technical solutions and improvements to business problems.

Writes new reports for Munis, legacy systems and a variety of SQL based applications to meet the user department's needs.

Designs file structures, record and report layouts, and screen formats; designs new and existing reports based off SQL using Report Designer for creation and SQL Server Management Studio for debugging.

Serves as a liaison between business stakeholders and technical staff to ensure business needs are clearly defined, understood and translated into technical solutions.

Inquires about specific phases of a departmental operation including forms, functions, work coordination, methods, and procedures of various operating divisions.

Attends meetings with departments to discuss any problems, goals or future needs. Ability to define, analyze and document the requirements of the various county departments and differing needs to be met through analysis by inquiries of specific workflow procedures, functions and form use.

Provides consultation, support, and/or training for the various departments and their business operations through computer or other technology-based systems.

Trains users on new or upgraded applications and prepares instructional documentation for operating procedures with these applications.

Coordinates the integration and migration of data between databases; maintains, administers and assists with recovery on applications databases; defines application data requirements by identifying data sources.

Attends seminars or conferences to remain current on industry changes and enhancements.

Serves "on-call" on a rotating basis for after hours.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires considerable knowledge of operating systems, and the capabilities and limitations of computers

Considerable knowledge of the principles, practices, hardware, software and equipment related to local government computer operations.

Knowledge of project management methodologies and practices for successful project outcomes.

Ability to analyze data and situations, reason logically, and draw valid conclusions.

Ability to write clear and concise instructions.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with officials, department directors, key employees in other departments, and fellow employees.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time reviewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Computer Science, Computer Information Systems, or Computer Technology and four years of IT level experience; or equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**