City of Chesapeake	Class Title: Business Analyst

Job Class Code: 1404	**FLSA Status: Exempt-Administrative**
Pay Basis: Salary (Annual)	**EEO Category: 2**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide highly responsible analysis and support for department business functions, process analysis, and requirements specification and supervise others as directed. The class is responsible for identifying business or customer requirements and information technology alternatives. The class works within broad policy and organizational guidelines; independently develops project plans; ensures communication between business customers and technology service providers; reports progress of major activities through periodic conferences and meetings.

ESSENTIAL TASKS
• Supervises others including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
• Analyzes user requests for new or improved computer information systems; researches current technologies in computer systems and conducts feasibility and cost comparisons to recommend solutions to user problems or needs.
• Understands business processes, business issues and data challenges of organization and industry; identifies client organization's strengths and weaknesses and suggests areas of improvement.
• Develops functional specifications and system design specifications for client engagements; reviews and edits requirements, specifications, business processes and recommendations related to proposed solution; assists users with information requirements and designs report formats to satisfy user needs.
• Creates project plans for information technology development and testing; identifies, communicates, and manages risks associated with projects and enforces project deadlines and schedules.
• Monitors trends and new developments in computer information systems technology and assists in development of plans, policy and procedures for computer information system operations.
• Assists in the facilitation of team and client meetings.
• Oversees or performs administrative functions such as assisting with budgets, monitoring materials and expenditures, compiling and preparing specifications for new systems, maintaining system documentation, conducting studies, and preparing reports.
• Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations of activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Identifies critical issues with ease; exhibits confidence and an extensive knowledge of emerging industry practices when solving business problems; pushes creating thinking beyond the boundaries of existing industry practices and client mindsets.

Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, clients, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in computer science or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/16/2020