CLASS TITLE: BUSINESS ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs technical and administrative work in a specialized applications/systems environment, involving technical analysis, evaluation, design, maintenance, support, training and performance monitoring of various fund files and budget database for the Finance Department and performs other related assigned duties.

ESSENTIAL TASKS:
- Plans, analyzes, evaluates, designs, programs, develops, implements and maintains budget database applications and budget related files, links and spreadsheets from other City departments
- Performs a variety of technical programming tasks associated with the development and maintenance of current budget systems and the generation of specialized reports
- Assists microcomputer users in the Finance Department in resolving more complex PC problems
- Works with users on specific projects and develops or selects/recommends appropriate applications software
- Administers the Finance Domain on the City Network, performing maintenance security for server systems and related applications
- Establishes data security rules, enforces network security standards and performs user security administration
- Analyzes technical responsibilities of users to assure effective data systems support for operational information concerns
- Directs or performs system goal performance reviews to ensure proper functioning
- Ensures the City’s budget agrees with the mainframe’s budget numbers
- Installs, fine tunes, diagnoses, troubleshoots and solves applications software and network operating systems problems
- Develops policy and procedures for system and user operation to maintain operational compliance
- Researches, plans and implements procedures to maximize productivity of applications/systems
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor’s degree in accounting with an emphasis in computer science or a related field; and three (3) years of progressively responsible experience in business systems analysis with a strong background in various computer applications/systems; or an equivalent combination of training or experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of the methods and techniques used in business systems analysis and related maintenance procedures; considerable knowledge of programming concepts, techniques and application in various environments; considerable knowledge of hardware devices, software applications, relational databases, Unix and Windows operating systems and networks; and a good knowledge of governmental budgeting concepts. Ability to recognize, analyze and solve system and software maintenance problems independently; ability to operate a personal computer; ability to program in at least two (2) generally accepted computer languages (e.g., Visual Basic, Cobol); and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.
Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operators License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2586
EEO Code: E-02
Pay Code: AT-36

Group: Clerical and Administrative
Series: Data Processing and Information

Effective Date: December 8, 2005