

**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.

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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**