

# CalSAWS Job Description

**CALSAWS POSITION: BUSINESS ANALYST**

**LA COUNTY CLASSIFICATION: SENIOR INFORMATION SYSTEMS ANALYST**

## **SALARY RANGE**

Salary determined by Employer

## **JOB DESCRIPTION**

Business Analysts in this class provide a full-range of information systems analysis and design and are assigned to complex systems with multifaceted functionality. Such Business Analyst lead and support certain activities of the System Development Lifecycle, including requirements analysis, design specifications, test and implement programs for a complete system or a component or module of a large complex system. Incumbents apply a thorough knowledge of all phases of systems analysis and development for problem identification and resolution. Incumbents must possess good oral and written communication skills for developing technical specifications and user documentation and providing user training. CalSAWS Business Analysts do not perform programming duties and are not required to have programming knowledge and experience. Business Analysts work within the Application Development and Test team in support of the development, implementation and maintenance of CalSAWS, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems. Business Analysts in this classification lead certain project activities.

## **RESPONSIBILITIES**

- Leading project tasks and contributing to project deliverables through design, development and/or review of work products and deliverables including:
  - Application Development Status;
  - Detail Design Analysis;
  - Release Notes;
  - Deployment Readiness Feedback;
  - Deployment Complete Input;
  - Final Acceptance Input;
- Reviewing technical specifications and system documentation;
- Working with the Application Development and Test teams in support of the development, implementation and maintenance of CalSAWS;
- Collaborating with information technology staff to ensure requirements are met throughout the systems development life cycle; and,
- Eliciting and documenting user requirements for new systems and system enhancements; documents functional and technical requirements;
- Completing change management documentation and coordinating approvals according to project procedures;
- Coordinates and maintains implementation and conversion plans;
- Coordinates and implements training and test plans;
- Assisting in development and maintenance of project plans; assisting in project reporting;
- Develops test scenarios; user acceptance testing documentation; collaborating with system users to conduct user acceptance testing
- Performing analysis to help resolve application problems.

## **BUSINESS ANALYST**

# CalSAWS Job Description

## DESIRABLE SKILLS AND CAPABILITIES

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Working knowledge of public assistance programs and understanding state policy as relates to SAWS;
- Strong analytical and problem-solving skills; and
- Strong organizational and leadership abilities.

## MINIMUM QUALIFICATIONS

### TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization -OR- Three (3) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization.

### LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### PHYSICAL CLASS:

2 - Light. Requires light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.