CalSAWS Job Description

CALSAWS POSITION: **BUSINESS ANALYST**

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

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 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, CalWIN or BenefitsCal teams 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.

RESPONSIBILITIES

- Performing 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;
- Developing and maintaining implementation and conversion plans;
- Developing and implementing training and test plans;
- Assisting in development and maintenance of project plans; assisting in coordinating project reporting;
- Assisting in the development of test scenarios; user acceptance testing documentation; collaborating with system users to conduct user acceptance testing
- Performing analysis to help resolve application problems.

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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.

For CalWIN Business Analyst candidates, desirable skills and capabilities also include:

- CalWIN knowledge and basics as related to CalWIN functionality,

- CalHEERS/Medi-Cal functionality, additional experience with CalHEERS workgroup a bonus.

- Basic Medi-Cal program knowledge, both MAGI and Non-MAGI

- Ability to engage with a wide variety of agencies and positions daily through a wide variety of meetings and manage multiple efforts to review documents for content and provide input

MINIMUM REQUIREMENTS:

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 (1) year of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization
 -OR-
One (1) year of experience at the level of Information Systems Analyst I
 -OR-
Two (2) 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.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:
Title change effective May 20, 2003. Former Title: Data Systems Analyst II.

BUSINESS ANALYST