

# CalSAWS Job Description

## BUSINESS ANALYST LEAD

### Salary Determined by Employer

#### RGS Salary Range:

\$8,560.62 - \$11,851.88 Monthly

## 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 Analysts 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, Policy Design & Governance team, or BenefitsCal team in overseeing the development, implementation and maintenance of CalSAWS and its ancillaries, 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 may supervise a team of analysts and/or shall lead certain project activities. Supervisory responsibilities include conducting performance evaluations & performance management and reviewing timesheets.

## RESPONSIBILITIES

Depending on assignment, responsibilities may vary, but may include:

- Oversee project tasks and contributes 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;
- Supervise a team of analysts; including training and growing analysts to prepare them for future opportunities.
- Review technical specifications and system documentation;
- Collaborating with other staff to ensure requirements are met throughout the systems development life cycle;
- Elicit and document user requirements for new systems and system enhancements; documents functional and technical requirements;
- Complete change management documentation and coordinating approvals according to project procedures;
- Oversee develop and implementation of training and test plans;
- Understand and provide feedback on project plans; assisting in coordinating project reporting;
- Assist in the development of test scenarios; user acceptance testing documentation; collaborating with system users to conduct user acceptance testing

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- Perform analysis to help resolve application problems.

## **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;
- Strong organizational, management and leadership abilities;
- Demonstrated ability to lead a team through various project stages.
- Also, County Fiscal and/or CalSAWS State Reports background is helpful.

## **QUALIFICATIONS AND REQUIREMENTS**

### **MINIMUM QUALIFICATIONS**

#### ***TRAINING AND EXPERIENCE***

Graduation from an accredited college with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively more responsible, full-time, paid experience in a centralized Information Technology organization performing information systems analysis and design for complex systems

**-OR-**

Two (2) years of experience, within the last three years at the level of a Senior Information Systems Analyst

**-OR-**

Five (5) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization performing information systems analysis and design for complex systems.

#### ***IDENTIFICATION***

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**

N/A

#### **SPECIALTY REQUIREMENTS**

N/A