

CalSAWS Job Description

BUSINESS ANALYST

Salary Determined by Employer

RGS Salary Range:

\$6,257.33- \$9,029.03 Monthly

JOB DESCRIPTION

The General Analysts support 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 documentation. General Analysts work within the Release Management & Delivery Governance team in support of the development, implementation and maintenance of CalSAWS, defines and analyzes requirements and business functions, designs functional systems specifications and test.

RESPONSIBILITIES

- Performing project tasks and contributing to project deliverables through design, development and/or review of work products and deliverables including:
 - Gathers data
 - Documents processes
 - Release Notes;
 - Deployment Readiness Feedback;
 - Deployment Complete Input;
- Reviewing system documentation;
- Working with the Application Development and Test teams in support of the development, implementation and maintenance of CalSAWS;
- Completing change management documentation and coordinating approvals according to project procedures;
- Maintaining implementation and conversion plans;
- Maintaining and implementing training and test plans;
- Assisting in development and maintenance of project plans; assisting in coordinating project reporting;
- Assisting with the development of the release process and delivery materials.
- Assisting in the development of test scenarios; County Validation oversight and documentation; collaborating with system users to conduct county validation.

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 verbal and written communication skills

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- General Assistance/General Relief (GA/GR) and Cash Assistance Program for Immigrants (CAPI) program experience

QUALIFICATION AND 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, testing or developing documentation

LICENSE:

Valid employment identification and the ability to utilize transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS: