

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Business Systems Analyst
Job Code: 8408
Pay Grade: 65
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Coordinate the analysis, development and integration of new or revised procedures and automation for various administrative and technical business systems. Responsible for the analysis and development of data collection methodologies and processes, ensuring the quality and integrity of the data collection processes, the data collected, and the reporting of the data.

ESSENTIAL FUNCTIONS:

- Analyzes and documents business processes as part of software development projects.
- Assists in development and problem solving in areas such as system design, input/output requirements and procedural flow for enhancing operating efficiency.
- Coordinates the analysis and documentation of existing processes and systems for possible improvements and recommends new or revised systems as required. Provides technical assistance in designing processes for recording business activity.
- Participates in meetings and interviews employees at all levels to analyze policies, work procedures and operational methods for the needs analysis stage of systems development.
- Assists in documenting and developing user and system test scripts and user documentation.
- Performs specific tasks in the analysis of policies and practices. Prepares reports and recommends alternatives for enhancing operating efficiency.
- Participates in the planning, developing, scheduling, and facilitating of training for users of administrative and technical business systems.
- Assists with the review and evaluation of computer software to determine its usefulness and appropriateness as related to existing or proposed administrative systems and statistical reporting.
- Assists with the planning and scheduling of the implementation of new or modified business/ administrative systems.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and techniques used for business systems analysis and process documentation.
- Must have knowledge of the principles and techniques for systems and procedures design and development.
- Must have knowledge of database management tools and how to integrate hardware and software technologies into the design and development of projects.
- Must have strong computer skills, strong analytical skills, presentation skills, organization and time management skills and writing skills.
- Must have the ability to communicate effectively with a variety of court employees at varying levels within the court.
- Must have the ability to work independently and in a team environment.

MINIMUM REQUIREMENTS:

A Bachelor’s degree in business or public administration or a related field and three years experience in business analysis, business research and statistical/technical reporting, or similar responsibilities, in a public, criminal justice or social services work environment. OR any equivalent combination of experience, training and/or education approved by Human Resources. Preference may be given for experience directly related to work performed in the support of probation or dependency work activities.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL/SENSORY REQUIREMENTS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to the Director, Information Technology. This position performs under general supervision and may provide work direction to administrative support staff.

Date: 08/08/06
Revised: 10/26/07, 4/20/09; 11/12/12

Approved by: _____
Hiring Authority Date

Deputy Director, Human Resources Date