THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR INFORMATION TECHNOLOGY BUSINESS ANALYST

Group-Section: Information Technology Group	**FLSA Status:** Non-Exempt **Bargaining Unit:** AFSCME	**Salary Grade:** 52 **Job #:** YA109

JOB SUMMARY
The advanced journey level Senior Information Technology Business Analyst position provides strategic input for systems planning activities. This position works closely with the different IT functions and business users to gather, analyze, specify, and validate the business needs of stakeholders and creates documents that will define the User Requirements and corresponding business cases for systems development. This position involves analysis of business practices, processes and problems; developing solutions which may involve process design, software development and policy procedural changes, creating specifications for systems to meet requirements and validating requirements against needs.

DISTINGUISHING CHARACTERISTICS
Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES
1. Acts as Project Manager; plans, coordinates and conducts projects within area of responsibility, including monitoring scope, quality, budget and schedule.

2. Leads in collaborating with project sponsors to determine project scope and vision.

3. Leads in the development of User Requirement & Business Case Development via interviews, workshops, questionnaires, surveys, site visits, workflow storyboards, use cases, scenarios, and other methods.

4. Applies technical expertise and business analysis concepts to identify, evaluate and define systems scope and objectives with an understanding of applicable business practices, processes, systems and industry standards to meet end-user needs.

5. Gathers, analyzes, prepares and summarizes recommendations for approval of business process and procedural documentation. Negotiates with stakeholders on the creation of specifications.

6. Leads in development and utilization of standard templates to accurately and concisely write requirements specifications.

7. Translates conceptual user requirements into functional requirements in a clear manner that is comprehensible to developers and project sponsors.

8. Assists with the interpretation of user requirements into feasible options and communicating back to the business stakeholders.

9. Provides support and training on new applications. Guides and advises less-experienced Business Systems Analysts.

10. Acts as a liaison between business and Information Technology Group. Also, acts as a liaison between Information Technology teams such as Development, QA, Infrastructure and Security. Building and Maintaining relationships with key stakeholders.

11. Performs other related Senior Information Technology Business Analysts Job duties as required. May perform work of an Information Technology Business Analyst I, II, and III.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and six years of relevant experience or Master's degree from an accredited college or university in a related field and four years of relevant experience; or two years in a MWD Information Technology Business Analyst III.

Required Knowledge of: Information technology best practices relating to project management, quality management, test management, and system development; analytical methods; decision-making methods or models; change management; configuration management; principles, practices, and procedures of Information Technology quality methodologies; automated test methodologies; information technology life cycle methodologies; for information technology systems developed internally, procured, or customized; Event review practices and documentation; lessons learned practices and documentation; the organization's core business process and operations; business and technical requirements analysis, elicitation, modeling, verification, and methodology development; and understanding of application development and software development life cycle concepts; a large organization's core software applications, including business and process analysis functions and related areas of IT; methodologies

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associated with analysis of processes and problems, information flow and architecture; software design and business processes and procedures.

Required Skills and Abilities to: Lead and perform current state analysis of existing business systems, applications, and functions; Produce requirements-related work products, including specifications, process flow diagrams, mockups, storyboards, and wireframes; Understand and document core business functions, processes, and workflows associated with a variety of departments and projects; Understand core systems, applications, and technical platforms; Become a subject matter expert on a variety of processes who can easily liaise between IT and other departments; Collaborate with IT and other departments to develop business cases and cost-benefit analyses associated with new project requests; Identify and mitigate project issues and/or risks related to requirements; Reviewing and evaluating solution to ensure it meets business requirements and long term product goals; use decision-making methods or models; analyze, design, and make process recommendations for improvement; plan and perform a variety of assignments to meet business objectives under established guidelines; to understand and apply technical and business complexities relating to quality across related modules; to analyze current and up-coming trends in information technology that impact quality and make recommendations for improvement; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS
Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates
• None

Licenses
• Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations
• None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

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