

JOB DESCRIPTION

Reference Job #IS-35

Ministry: Children and Families
Branch: Systems Services
Location: Vancouver

Working Title:
Level:
Classification:

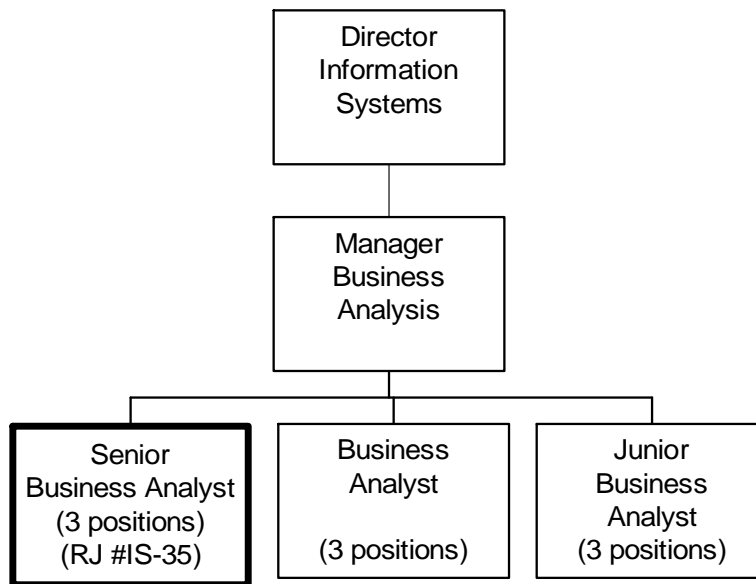
Senior Business Analyst
Range 30
Information Systems

PRIMARY FUNCTION

To lead the development of plans required to meet internal and external computer operations for the Ministry's Community Programs (e.g. Community Support Services, Community Placement Project, Services for Community Living and Woodlands) and provide advice to senior management.

JOB DUTIES AND TASKS

1. Leads the development and implementation of IS plans for the Ministry's Community Programs business needs
 - a. develops IS policies and procedures appropriate to services, programs and interfacing requirement with other ministries and agencies
 - b. liaises with senior management and user clients to identify and define business system needs
 - c. compiles business data; undertakes risk assessment and cost benefit analysis and determines suitability for automation
 - d. determines and defines specific requirements concerning program/application interfaces within the Ministry, across ministries and/or with external agencies
 - e. liaises with appropriate IS staff within the Provincial Government to define technical solutions to meet interfacing requirements
 - f. develops all inclusive Project Feasibility studies including implementation/initiation strategies for review and decision by senior management
2. Develops and coordinates approved IS projects for the Ministry's Community, Family and Children's Services program needs
 - a. defines project objectives, plan priorities, timelines and resource requirements
 - b. chairs "project initiation meetings" to define project strategies and identify requirements involving participation of Ministry IS staff and IS specialists in other ministries/agencies
 - c. coordinates the identification and selection of Project Team members
 - d. facilitates the selection of externally contracted resources and prepares RFPs, as required
 - e. defines project specific work assignments for Project Team members
 - f. acts as the liaison between user clients and Project Team throughout project life cycle
 - g. monitors progress of projects; resolves technical and logistical problems and approves changes
 - h. ensures accuracy and integrity of work performed; monitors development, conduct and evaluation of system quality assurance and testing procedures
 - i. certifies work performed by contracted resources to release payment
 - j. leads development of project documentation
3. Performs other related duties
 - a. leads the development and presentation of user client training and educational materials
 - b. works with senior management in the Ministry to assist with annual budget planning processes concerning IS needs for Income Assistance programs
 - c. represents, as required, the Information Systems Division on government-wide committees
 - d. understands the Ministry's broad business goals and emerging policy directions to assess and advise on IS related issues



REASON FOR CLASSIFICATION

Reference Job #IS-35

Job Title: Senior Business Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant ministry program to plan, develop, recommend and implement Ministry IT policies, procedures and services concerning business systems and provide advice to senior management concerning IS budgetary and resource requirements.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate effectiveness and develop proposals for improvements to the Ministry's IS policies and procedures, evaluate information automation opportunities; develop strategies and plans for new and/or enhanced business applications; lead projects and provide advice to senior management.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiating skills to gain support and cooperation for project plans with user clients and negotiate service and maintenance contracts.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer keyboard with some requirement for speed to develop project plans and test and evaluate systems performance.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies and technical standards, plan and organize application development and/or enhancement projects for significant ministry systems; determine project goals, timelines and resource requirements; establish and administer quality assurance and testing procedures and plan and conduct post implementation reviews.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to certify satisfactory contract performance for release of payment.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to develop new and/or enhanced Community, Family and Children's Services Information Systems.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of a Business Analyst and responsibility to assign, monitor and examine work of Project Team members (1-5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to occasionally drive light vehicles to other offices.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently view computer screen to prepare reports, project plans and test systems and frequently balance schedules and respond to people while encountering interruptions or deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort required to frequently focus visual attention to the computer screen and written materials to prepare reports, develop information systems policies and produce project plans.	C	12
12	SURROUNDINGS Exposure to occasional over night travel.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding when preparing reports and project plans and testing systems.	B	4

Total Points: 935

Level: Range 30