

Ministry: Attorney General
Branch: Information Technology
Location: Vancouver

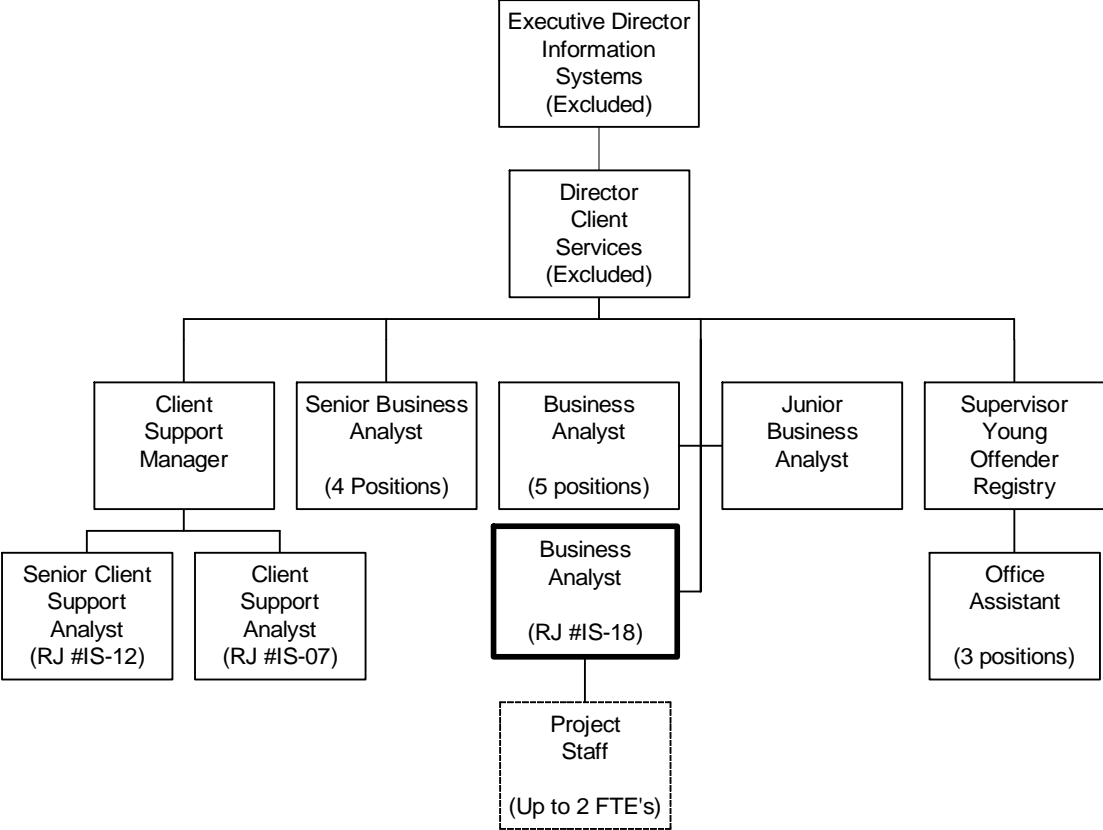
Working Title: **Business Analyst**
Level: Range 24
Classification: Information Systems

PRIMARY FUNCTION

To provide technology planning, business analysis, systems design and client support services to Court Services Branch and related Agencies, Boards and Commissions in locations across the province.

JOB DUTIES AND TASKS

1. Participates in joint technology planning sessions with client
 - a. identifies and documents business situations that require technological solutions
 - b. researches and develops business cases including technological alternatives, cost benefit analysis, revenue implications, program area resources and policy/procedural enhancements
 - c. estimates costs of operating/ownership for applications and development/enhancement of branch projects
 - d. supports clients with preparation and content of submissions to Branch/Ministry Executive or Treasury Board
 - e. translates business processes into technical specifications
 - f. prepares feasibility studies, requirements analyses, information strategy plans and project proposals ensuring government, ministry and industry IT standards are adhered to
 - g. outlines and presents alternatives to senior management and executive
2. Plans and coordinates systems projects (i.e. Justin) for the Court Services Branch
 - a. provides direction to project teams (2-3 FTEs)
 - b. prepares project initiation documents (including history, business environment, technical framework and restrictions)
 - c. determines business feasibility, project plans, schedules, time frames and availability of resources
 - d. prepares models, diagrams, layouts, definitions and specifications to show processes
 - e. identifies, estimates and schedules project activities, assesses project risk, resource contingency, and creates a comprehensive project plan
 - f. obtains commitment from all groups and recommends project plan to Senior Business Analyst
3. Performs work to defined specifications, standards and methods
 - a. conceptually designs the logical model to meet client information technology requirements
 - b. prepares contracts, monitors contract deliverables and certifies for release of payment
 - c. ensures compliance with project management and systems development standards
 - d. monitors and controls project progress and resource usage
 - e. ensures completions and/or completes technical reviews, quality assurance checks and post-implementation reviews
 - f. ensures program logic and specifications are adhered to
 - g. reviews project history, identifies potentially reusable systems components and completes project completion document
4. Documents procedures and operating methods
 - a. identifies inputs, outputs and outcomes using a variety of methods and procedures
 - b. represents procedures and data flow in graphic and narrative format
 - c. depicts functions in logical sequence and graphically
 - d. develops and implements procedures (i.e. naming conventions, data dictionary management, transaction definitions, testing/operational procedures, client training, etc.)
 - e. documents changes to IT systems and costs of producing new manuals, reports, etc.
5. Provides advice to clients regarding problem resolution and support issues
 - a. ensures availability, accessibility and usability of client support services/technology training info
 - b. places requests for hardware and software on behalf of the client
 - c. determines costs and prepares requests for hardware and contract services



REASON FOR CLASSIFICATION

Reference Job #IS-18
Job Title: Business Analyst

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand the theory of computer science to plan and coordinate development projects; develop and document user requirements and technical specifications for new and enhanced systems for Court Services Branch; research and develop business cases; conduct cost benefit analyses; and resolve client user problems.</p> | H | 280 |
| 2 | <p>MENTAL DEMANDS Judgement to modify techniques in working with client business requirements to develop technical specifications for new and enhanced systems; perform cost benefit analyses and conduct feasibility studies; plan project team activities and resources; and design, track and implement project plans.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain acceptance and cooperation of project plans with clients.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive to client sites across the province in order to conduct JAD sessions.</p> | C | 15 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies, guidelines and technical standards, plan and organize systems projects for Court Services Branch and various agencies and commissions; develop project plans and document business requirements and technical specifications; conduct cost benefit analyses, feasibility studies and risk assessment; and make recommendations to ministry executive and Treasury Board.</p> | F | 160 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to determine costs and prepare requests for hardware and contract services, monitor contract deliverables and certify for release of payment.</p> | E | 33 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to recommend user requirements and IT solutions to develop new and enhanced Court Services Branch information systems.</p> | E | 33 |

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|------------|--|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of project team members (2-3 FTEs). | CD | 14 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to occasionally drive a vehicle to attend user meeting to conduct JAD sessions in offices or court facilities across the province. | B | 10 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently manage concurrent projects and focused sensory concentration to frequently view computer screen while developing project plans and specifications. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to apply frequent visual attention to computer screen and to occasionally carry moderate weight materials to client sites. | C | 12 |
| 12 | SURROUNDINGS Exposure to occasional overnight travel, to visit court facilities across the province in order to conduct JAD sessions. | A | 2 |
| 13 | HAZARDS Limited exposure to hazards from frequent keyboarding. | B | 4 |

Total Points: 820

Level: Range 24