Univ. of Southern California
IT Business Analyst
Job Code: 165251

Grade: TI
OT Eligible: Yes
Comp Approval: 11/21/2012

Job Summary:
Identifies and documents IT design specifications based on analysis/assessment of user needs. Generates need-gap analyses. Performs work of moderate complexity, handling most activities under supervision of a senior IT Business Analyst. Serves as a member of a software development or business process reorganization team.

Job Accountabilities:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: [ ] No
[ ] Yes
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's degree
  - Combined experience/education as substitute for minimum education

Minimum Experience:
- 2 years
  - Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
- Sound knowledge of documentation procedures, project management methodologies, program flow charts and operator instructions. Competent to work on moderately complex programming activities under supervision of senior IT Business Analyst.

Preferred Education:
- Bachelor's degree

Preferred Experience:
- 3 years

Skills: Administrative:
- Communicate with others to gather information
- Coordinate work of others
- Customer service
- Gather data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures

Skills: Other:
- Analysis
- Assessment/evaluation
- Conceptualization and design
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution

Skilled in:
- Applications/systems development methodologies
- Business requirements tools and techniques
- Project management tools and techniques
- Software design tools
- Technical documentation

Skills: Machine/Equipment:
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

Comments:

Sound knowledge of documentation procedures, project management methodologies, program flow charts and operator instructions. Competent to work independently on complex programming activities.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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