UNIVERSITY OF SOUTHERN CALIFORNIA

IT Business Analyst, Sr.

Job Code: 165255

Grade: TJ
OT Eligible: Yes
Comp Approval: 11/10/2009

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 individually or under general supervision of senior project management. 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
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:**
- 3 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 independently on complex programming activities.

**Preferred Education:**
- Bachelor’s degree

**Preferred Experience:**
- 5 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
- Teaching/training

**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 and/or temporary workers.

Comments:

Evening, weekend, or holiday work may be necessary to meet deadlines or solve specific problems.

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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