



Provincial Job Description

TITLE:
(459) Business Analyst

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides assessment of business needs and advises in the implementation of technical solutions. Acts as a liaison between business units/departments and Information Technology personnel.

QUALIFICATIONS:

- ◆ Business Administration diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently and as a member of a team
- ◆ Program management skills
- ◆ Project management skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Analytical skills
- ◆ Problem solving skills
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months related previous experience working with business unit/departments to provide technical support or technical solutions.

KEY ACTIVITIES:

A. Change Management

- ◆ **Consults and liaises with business stakeholders and Information Technology personnel to translate business needs and objectives (e.g., business processes, system data requirements).**
- ◆ **Advises on business process improvements and business process reengineering.**
- ◆ **Facilitates project teams to achieve technology implementation objectives.**
- ◆ **Acts as a business change agent within the organization.**

B. Planning/Analysis/Design

- ◆ **Advises on project planning and project management responsibility and actions to implement business technology solutions.**
- ◆ **Develops, documents and presents proposals and business cases.**
- ◆ **Prepares financial assessments and performs cost analysis.**
- ◆ **Develops, documents and validates business requirements.**
- ◆ **Develops and maintains documentation (e.g., business requirement specifications, system specifications, user interface designs).**
- ◆ **Performs process modeling and business processes redesign duties (e.g., process reengineering, physical data modeling, logical data modeling, data model reviews).**
- ◆ **Participates in prototyping potential solutions.**

C. Implementation

- ◆ **Develops acceptance criteria to demonstrate achieved business requirements.**
- ◆ **Performs unit, system, interface and integration testing.**
- ◆ **Performs user acceptance testing.**
- ◆ **Implements technology solutions.**
- ◆ **Performs post-implementation audits and reviews.**
- ◆ **Performs on-going support of technical solutions for end users.**

D. Related Key Work Activities

- ◆ **Performs system administration or system management duties, as required.**
- ◆ **Performs data quality initiatives, as required.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Acts as a liaison with external stakeholders such as outside agencies, vendors and end-users.**

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: March 8, 2016