



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Business Analyst I

Title of Immediate Supervisor:	Director of Technology
Department/Division:	Office of State Court Administrator / Technology
Pay Grade/FLSA Status:	13 / Exempt
Job Titles Accountable For:	None

General Summary or Purpose

Work involves serving as a liaison between business users and information technology in order to elicit, analyze, communicate, and validate requirements for new or changed business processes, policies, and information systems. Therefore, soft skill requirements include negotiation, facilitation, communication, and organizational skills. Work requires applying principles, methodologies, standards, and best practices to identify business needs and determine solutions to business problems. Solutions may include software/systems development, process improvement, and/or organizational change.

Work at this level involves business analysis that impacts multiple business units within an agency and which have dependencies or effects on the processes or projects of other business units. Work is performed under general supervision.

Positions assigned to this classification follow routines and processes established by others.

Major Responsibilities & Essential Functions

1. Collaborates with users to elicit, identify, define, prioritize, and document business requirements, opportunities, and/or problems for new development projects, business process redesign, current business application enhancement, or current business problem/issue resolution.
2. Identifies, manages, monitors, and responds to requirement gaps, conflicts, and risks.
3. Translates business requirements into functional specifications for information technology or other solutions; manages specification changes.
4. Identifies and assesses solution options with regard to technical feasibility, cost/benefit analysis, business risks, and success measures; documents solution prototypes and mock-ups; ensures usability of solution and post-implementation review and assessment; recommends solutions.
5. Develops, documents, and executes test plans to ensure that business requirements have been satisfied; manages system change requests and problem resolution activities.
6. Manages customer and vendor relationships; serves as liaison between information technology, users, and vendors.
7. Presents and communicates technical and business concepts to technical and non-technical audiences.
8. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree with a major in computer science, computer or management information systems, project management, business administration or a field closely related to those listed and some work experience involving business analysis activities such as requirements planning and management, elicitation, documentation, and solution assessment.

Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Considerable knowledge of personal computers, personal computer applications and productivity software including Windows operating systems, Microsoft Office, Outlook, PowerPoint, Project, Corel Office, web browsers, and other common productivity and office software applications.



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- Basic knowledge of the court system, its functions, and court administrative policies and procedures.
- Knowledge of the fundamental concepts, principles, practices, and trends of information technology and management applications.
- Knowledge of project management principles and project management tools.
- Knowledge of the fundamentals, principles, practices, and approaches to automated help desk operations and support.

Skill Requirements

- Skilled in communicating technical information to end users in an understandable and comprehensive manner.
- Skilled in interpersonal communication and in establishing working relationships with end users, departmental personnel, state, and other judicial personnel.
- Skilled in effectively analyzing complex customer requirements and resolving same to the customer's satisfaction.
- Skilled in anticipating user requirements and identifying and resolving complex problems with minimal supervision.
- Skilled in adapting to and applying rapidly changing technology to business needs.
- Skilled in making and achieving deadlines and commitments.

Physical Requirements

- The essential functions of the job typically require: grasping, seeing, walking, sitting, talking, some lifting, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment.
- Employee is subject to some travel in the performance of the job.
- Physical requirements can typically be characterized as **Light**: Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

Job Classification History

- Classification created 2/15/2012.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.