

Job Description



Johnson County Government

Department of Human Resources

Job Title: Business Analyst **Job Code:** 901010 **Job Family:** Information Technology
Pay Grade: JC.17.17 **FLSA:** Exempt **EEO:** Professional
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Business Development Associate, Business Analyst

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Maintains effective communication and good working relationships with employees at all levels of the County and customers outside the department in all key functional areas.
- Assists customers in identifying their needs and recommends solutions that add business value; analyzes business processes, prepares and maintains business requirements, and works with users and technical staff to assure solutions meet business requirements; interacts with multiple business units and job functions to ensure all business perspectives are addressed.
- Performs gap analysis between requirements and proposed solutions based on user needs, business analysis, and project constraints; researches options to reconcile gaps; considers both project and enterprise implications and how the solution aligns with existing and emerging technologies; assists in managing conflict, project issues and changes in order to ensure that stakeholders and the project team remain in agreement.
- Defines and documents functional and system test plans, tests cases and scripts; coordinates and performs testing and quality assurance activities.
- Develops and conducts user training on system(s) functionality.

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- Provides user support throughout the project life cycle to ensure business objectives are achieved.
- Works closely with key stakeholders to identify and understand needs, concerns and work environment to ensure stakeholder's needs are thoroughly understood from a business and technological perspective.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Associate's degree in Computer Science, Business Administration or related field and four years of business analyst, project management, system analyst or related experience are required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Computer Science, Business Administration or related field are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.