



Information Technology Job Family: **IT Business Analyst Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

IT Business Analyst III INDIVIDUAL CONTRIBUTOR	IT Business Analyst IV INDIVIDUAL CONTRIBUTOR	IT Business Analyst V INDIVIDUAL CONTRIBUTOR
Facilitate the formulation and definition of systems scope and objectives for low to moderately complex projects through research, fact finding and user needs and an understanding of business requirement.	Facilitate the formulation and definition of systems scope and objectives for moderate to highly complex projects through research, fact finding and user needs and an understanding of business requirement; may create detailed specifications from which programs will be written	Facilitate the formulation and definition of systems scope and objectives for highly complex projects through research, fact finding and user needs and an understanding of business requirement; creates detailed specifications from which programs will be written
Gather, analyze, map, define and document requirements for data, workflow, logical processes, interfaces with other systems, internal and external checks and controls and reporting for low to moderately complex projects	Gather, analyze, map, define and document requirements for data, workflow, logical processes, interfaces with other systems, internal and external checks and controls and reporting for moderate to highly complex projects	Gather, analyze, map, define and document requirements for data, workflow, logical processes, interfaces with other systems, internal and external checks and controls and reporting for highly complex projects
Document business requirements and translate into functional and system requirement specifications; develop or modify procedures to solve low to moderately complex problems considering business objectives and form of desired results	Document business requirements and translate into functional and system requirement specifications; develop or modify procedures to solve moderate to highly complex problems considering business objectives and form of desired results	Document business requirements and translate into functional and system requirement specifications; develop or modify procedures to solve highly complex problems related to business objectives and form of desired results
Develop logical design for low to moderately complex application systems and databases	Develop logical design for moderate to highly complex application systems and databases	Develop logical design for interactions between highly complex and/or multiple application systems and databases
Contribute to the development of solutions to low to moderately complex application system problems	Contribute to the development of solutions to moderate to highly complex application system problems	Contribute to the development of solutions to highly complex application system problems; provide functional and system consulting on complex projects

IT Business Analyst III INDIVIDUAL CONTRIBUTOR	IT Business Analyst IV INDIVIDUAL CONTRIBUTOR	IT Business Analyst V INDIVIDUAL CONTRIBUTOR
Collaborate with users, vendors and technical counterparts to explore effective alternative solutions to meet the needs of the business	Collaborate with users, vendors and technical counterparts to explore effective alternative solutions to meet the needs of the business	Collaborate with users, vendors and technical counterparts to explore effective alternative solutions to meet the needs of the business
Provide input into testing requirements; collaborate with developers to diagnose functional problems and propose solutions	Provide input into testing requirements; collaborate with developers to diagnose functional problems and propose solutions	Provide input into testing requirements; collaborate with developers to diagnose functional problems and propose solutions
May perform some project management responsibilities	Instruct, check, and may direct or mentor the work of others; may act as team leader for projects with moderate budgets of short to intermediate duration; may act in project management role	Provide leadership and mentoring while guiding the work of others; acts as team leader for long range projects with budget responsibility; May act in project management role
Provide input into methodologies, procedures and guidelines	May help establish or update methodologies, procedures and guidelines	Develop methodologies, procedures and guidelines; provide advice for implementing guidelines and procedures.
Contribute to business analysis work plan for a project	Create business analysis work plan for a moderately complex project	Create business analysis work plan for the most complex projects and/or multiple related projects
Perform assignment-specific stakeholder analysis; identify risks and facilitate the risk assessment	Perform project-wide stakeholder analysis for complex projects; identify risks and facilitate the risk assessment	Perform project-wide stakeholder analysis for the most complex projects and / or multiple related projects; identify risks and facilitate the risk assessment
Identifies change management / business readiness issues	Proposes solutions for change management / business readiness issues	Designs and plans solutions for change management / business readiness issues

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11448 IT BUSINESS ANALYST III, BAND F	11449 IT BUSINESS ANALYST IV, BAND G	11450 IT BUSINESS ANALYST V, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Limited contact

FACTOR PROFILE	11448 IT BUSINESS ANALYST III, BAND F	11449 IT BUSINESS ANALYST IV, BAND G	11450 IT BUSINESS ANALYST V, BAND H
SUPERVISION	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students	Responsible for making decisions regarding policy-setting, research, planning, or students
FREEDOM OF ACTION	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction
EFFECT OF DECISION MAKING	Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affect entire college or school administrative unit Critical effect on students and employees
WORKING CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required