

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> BUSINESS PROCESS ANALYSIS **DRAFT**	<u>SERIES NUMBER</u>
<u>MAJOR AGENCIES</u> ALL AGENCIES	<u>EFFECTIVE</u>

SERIES PURPOSE

The purpose of the Business Process Analysis classification is to support customers thru streamlining or reengineering processes, perform analysis of business processes inside of organization units and improve how it conducts its functions and activities in order to reduce overall costs and provide efficiencies from the use of Information Technology.

CLASS TITLE

Business Process Analyst 1

CLASS NUMBER

PAY RANGE

EFFECTIVE

CLASS CONCEPT

The first level class possesses working knowledge and under general supervision creates user and technical documentation for processes, projects, and procedures and under immediate supervision synthesizes organizational and project information in order to facilitate stakeholders and participants communication and relationships and accomplish planning activities which may include some or all traditional aspects of formal project planning and informal task and resource planning thru the implementation of information technology.

CLASS TITLE

Business Process Analyst 2

CLASS NUMBER

PAY RANGE

EFFECTIVE

CLASS CONCEPT

The second level class possesses considerable knowledge and under general direction creates and instructs others to prepare user and technical documentation for processes, projects, and procedures and synthesizes organizational and project information in order to accomplish planning activities which may include some or all traditional aspects of formal project planning and informal task and resource planning thru the implementation of information technology.

CLASS TITLE

Business Process Analyst 3

CLASS NUMBER

PAY RANGE

EFFECTIVE

CLASS CONCEPT

The advanced level class possesses thorough knowledge and under general direction synthesizes organizational and project information in order to facilitate stakeholders and participants communication and relationships in order to assist by coaching and mentoring and accomplishing planning activities which may include some or all traditional aspects of formal project planning and informal task and resource planning thru the implementation of information technology.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Business Process Analyst 1				

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Gathers and analyzes information from stakeholders, business owners, customers and management.
2. Assists in the identification of documents and analysis of business requirements.
3. Analyzes fundamental business processes and creates information technology process flows and flowcharts.
4. Assists in the facilitation of communications between project stakeholders, business units and customers.
5. Assists with the validation of requirements necessary for the successful completion of the information technology projects.
6. Develops skills necessary to provide, and assists with, project planning and coordination of activities.
7. Develops skills necessary to provide, and assists with, managing risks and changes related to processes, projects and procedures.
8. Develops skills necessary to provide, and assists with, recommending possible solutions to identify business problems.
9. Develops skills necessary to act as the liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members.
10. Develops skills necessary to instruct and mentor lower level employees.

MAJOR WORKER CHARACTERISTICS

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

UNUSUAL WORKING CONDITIONS

CLASS TITLE

Business Process Analyst 2

CLASS NUMBER**B. U.****EFFECTIVE****PAY RANGE****JOB DUTIES IN ORDER OF IMPORTANCE** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Gathers and analyzes information from stakeholders, business owners, customers and management.
2. Identifies documents and analyzes business requirements.
3. Analyzes fundamental business processes and creates Information Technology process flows and flowcharts.
4. Facilitates communications between project stakeholders, business units and customers.
5. Analyzes, reviews, and recommends possible solutions to identified business problems thru the use of Information Technology.
6. Assists in providing project planning and coordination of activities.
7. Acts as the liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members.
8. Develops skills and assists as necessary to instruct/mentor lower level employees.
9. Assists in managing risks and changes related to processes, projects and procedures.

MAJOR WORKER CHARACTERISTICS

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**UNUSUAL WORKING CONDITIONS**

CLASS TITLE

Business Process Analyst 3

CLASS NUMBER**B. U.****EFFECTIVE****PAY RANGE****JOB DUTIES IN ORDER OF IMPORTANCE** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Performs optimization of business processes by streamlining or reengineering processes thru the use of Information Technology.
2. Gathers and analyzes information from stakeholders, business owners, customers and management.
3. Provides project planning and coordination of activities.
4. Acts as the liaison between various stakeholders, managing stakeholder expectations and ensuring successful communications between project team members.
5. Instructs and mentors lower level employees in all facets of business process analysis.
6. Manages risks and changes related to processes, projects and procedures.
7. Serves in capacity of lead worker, when required.

MAJOR WORKER CHARACTERISTICS

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**UNUSUAL WORKING CONDITIONS**