

## **CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**

### **Personnel Class Specification**

#### **BUSINESS ANALYST**

##### **DEFINITION OF CLASS**

The Business Analyst is responsible for analysis of the technology and organizational needs of the Circuit Court for Montgomery County and the identification of solutions to replace multiple legacy systems with technology to improve court operations. The Business Analyst must execute a formal systems development life cycle approach to projects. As the bridge between programming and operational staff, the Business Analyst anticipates, identifies, and guides long-term business and technology goals.

The Business Analyst analyzes complex information, identifies various approaches and alternatives to design and processes, develops recommendations, tests solutions, and continues to further streamline business processes that affect enterprise operations.

The Business Analyst is responsible for planning and performing work independently, proactively keeping his/her supervisor informed of critical issues, and obtaining appropriate approval in accordance with his/her authority.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Montgomery County Personnel Regulations.**

##### **EXAMPLES OF DUTIES**

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Court Administrator or Administrative Judge.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform preliminary analysis of projects and systems to propose solutions; identify costs, benefits, and risks; and submit preliminary plans for consideration.
- Perform system analysis to define requirements and translate project goals into documented functions and operations. Define system requirements, map court processes, and analyze end-user needs to produce functional requirements.
- Perform fit-gap analysis to determine what functionality will need to be added to a particular application to realize one or more operational needs versus how much functionality may be accommodated without the need for customization.
- Transform detailed requirements into system designs.
- Manage the change control process for larger projects.
- Assist on the decommissioning and archiving of legacy systems.
- Adhere to budget and schedule requirements.
- Design and manage integration and communication with other database systems and interfaces in justice and law enforcement agencies.
- Document and track requests being submitted to the Change Control Board and measure their impact on the project.
- Maintain and continuously evaluate systems, employing performance measures to ensure projects meet initial business requirements and goals.
- Serve as the Court's liaison between operational, in-house users and external stakeholders, as well as vendors, during all project phases.
- Create business process documentation, including new standard operating procedures, and demonstrate system functionality to senior management and business owners.
- Create and maintain setup and training documentation on user procedures.
- Oversee the preparation of test plans and review the results to ensure that patches, modifications, and updates to the system are thoroughly tested before being placed in production.
- Oversee the planning and implementation of data conversions.

- Manage consultants hired to assist on related process, data conversion, interface design, training, and other change management responsibilities. Management activities include creating job descriptions and statements of work as needed, assisting in the contractual selection process, monitoring performance, and overseeing service providers' contracts.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work the full-time standard work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Expertise in functional design, configuration, testing, validation, and training.
- Experience converting legacy data into new database environments.
- Extensive knowledge of the principles, methods, and tools for automating, developing, implementing, and administering database management systems.
- General knowledge of network architecture and systems.
- Extensive project management experience in large and complex information technology solutions.
- Experience with strategic planning, resource planning & control, information security, quality assurance, policy analysis, and project evaluation.
- Ability to define organizational data requirements in support of technology applications.
- Ability to make sound, well-informed decisions, perceive the impact and implications of decisions, and commit to action, in order to accomplish organizational goals.
- Ability to work independently and handle matters in a confidential manner.
- Ability to handle multiple tasks and maintain a professional demeanor at all times.
- Ability to pay attention to detail; set priorities and simultaneously process multiple duties and responsibilities.
- Excellent written and oral communication skills.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

- Ability to plan and coordinate with other employees representing a wide range of technical and other occupational skills.
- Possess a high degree of judgment, tact, and diplomacy.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a minimum of a Bachelor's degree.
- Minimum six years of professional experience in the information technology field in systems and/or business analysis.
- Project Management Professional Certification or equivalent experience preferred.
- An equivalent combination of education and experience may be substituted.

### ***How to apply for employment opportunities in the Administrative Office of the Circuit Court:***

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to [adminhr@mcccourt.com](mailto:adminhr@mcccourt.com): completed application, cover letter, resume, and a writing sample.