



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/23/2023

Analyst, Business

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration Building

Department Overview

The Department of Digital Innovation (DDI) contributes to the infusion of digital innovation into teaching and learning, as well as the operations of LCPS, by providing leadership and support in all areas of digital innovation planning and technology resource management. DDI is committed to building a transparent open organizational environment providing students, teachers, parents, administrators, and the community with highly functional technology that is easy to use, reliable, and cost-effective to support a consistently superior level of instruction and student achievement. The Department includes the following teams: Enterprise Resource Planning, Enterprise Solutions, Digital Experience, and Infrastructure & Engineering.

Job Overview

The primary function of the Business Analyst is to work with project stakeholders to identify and prioritize system requirements, identify the solution goal, and the series of individual steps that explain an end user's interaction with the system. The Business Analyst might also create a graphic model, mathematical equations, or a storyboard to record system requirements. The Business Analyst communicates with project stakeholders and the development team regarding test results and changes to the end-product requirements. On this team, the Business Analyst will work with the Scrum methodology to ensure the sprints deliver the requirements as expected by the stakeholder.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Schedule and conduct meetings with product owners, subject matter experts, and other business partners to understand current and future state business processes, pain points, and product vision. Proactively communicate business knowledge to the development team
- Create, manage, and maintain internal documentation and external deliverables across the life of the project. Documentation should fully cover the business domain and may include vision documents, business process and system flows, business rules and logic, user personas, PowerPoint decks, project management, and status report documents
- Conduct necessary research and analysis to verify that the appropriate information and context is available for the development team during requirements sessions
- Support the forward movement of the project management process through team and cross-functional meetings, including but not limited to daily scrum, sprint planning, requirements reviews, application demos, and business partner engagement
- Manage a regular cadence for story definition, story writing, story review, and story prioritization to maintain a well-defined and prioritized backlog of sufficient length to support the team's velocity

- Assist in the creation and revision of stories to support web application development. Identify story dependencies to help facilitate backlog refinement and prioritization. Ensure stories are written at the appropriate level and size to allow the team to deliver value at the end of each sprint
- Work closely with project management to ensure that the product roadmap is kept up-to-date and reflects any changes in business priority

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Associate's Degree or higher and experience with business analysis, databases, software, technology solutions, computer information science, data science, or applied mathematics

Experience

Experience with software development and Scrum/Agile methodologies

Experience with visual design to include infographics, data interpretation, storytelling

Licenses and Certifications

Knowledge, Skills and Abilities

- Excellent organizational skills and the ability to work independently
- Self-motivated and directed, with keen attention to detail
- Able to prioritize and execute tasks in a high-pressure environment
- Good interpersonal, written, and oral communication skills; able to gather, define and articulate user requirements to developer team

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.