

Benton County Classification Specifications

Classification Series/Occupational Group: Business & Financial Classification Title: Business Analyst DBM Range: C41-C43 # of Subgrades: 3 FLSA: Exempt		Class Description: Incumbents in the Business & Financial Services series represent individual contributors providing a variety of business, fiscal and human resources functions for the County. Incumbents may serve as subject matter experts in a variety of professional fields or provide for the ongoing administration of a single, specialized County program and/or service offering. This class is the second of two broad levels in the Business & Financial Services series. The Business Analyst is a broad professional classification encompassing incumbents engaged in a wide range of analytical, research, budget management, and project and program management activities. Specific duties may vary in accordance with assigned area of responsibility, but will generally include; researching and analyzing business issues and trends and developing analytical models; making policy recommendations related to budget and financial matters; maintaining related systems and reporting; developing and implementing human resources programs; analyzing and auditing tax accounting procedures; and assisting with the preparation of the County budget. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	Homogenous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	Standard: Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field of specialization to the completion of difficult assignments for a defined area.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.
Subgrade 2	Mixed: Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	Moderate: Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of significant assignments impacting a moderate area of the County.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required; may assist with evaluating progress and recommending major changes in procedures.

Benton County Classification Specifications

<p>Subgrade 3</p>	<p>Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple professional functions.</p>	<p>Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.</p>	<p>Possesses and applies an advanced knowledge of a particular field of specialization to the completion of projects and assignments of major complexity impacting significant areas of the County.</p>	<p>Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in procedures to assigned area.</p>	<p>Possesses and applies an advanced knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments, and may provide technical supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decisions; evaluate progress and results and recommends major changes in procedures.</p> <p>Incumbents have appreciable latitude for unreviewed actions or decisions by virtue of their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.</p>
-------------------	--	---	---	--	---