

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**BUSINESS SYSTEMS ANALYST I - 1023**

**DEFINITION:**

Under general supervision, to perform increasingly complex enterprise business process technical and analytical duties in a functional area relating to the operation, maintenance, troubleshooting, and enhancement of the City's integrated SAP Enterprise Resource Planning (ERP) system; to serve as a business analyst focused on the intersection of technology and functional business needs; to work on projects and assignments to support the development, testing, and implementation of new and modified system applications/features; to provide day-to-day user support; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the sub-journey class in the Business Systems Analyst series. This class is distinguished from the next higher class, Business Systems Analyst II, in that incumbents in Business Systems Analyst I positions typically perform the lesser complex, narrow scope technical and analytical duties, and receive more direction and guidance in their assignments. In a training capacity, positions at this level may be underfilled with the classifications of Management Trainee, Information Systems Analyst I, or Business Systems Aide in accordance with the City's Career Advancement Program.

**\* EXAMPLES OF DUTIES:**

- In a training capacity, reviews and evaluates existing and proposed systems, solutions, and business processes and devises or modifies processes and procedures for solving business problems;
- Makes customer specific changes to SAP software;
- Works with and configures SAP modules, components, and sub-components;
- Performs increasingly complex tasks dealing with the analysis, design, development, and implementation of solutions serving business needs in City departments;
- Analyzes business needs/problems and formulates and implements technology solutions for modules, components, and sub-components in an SAP enterprise environment that enables the business to meet operational goals;
- Coordinates and facilitates interactive analyses and design sessions with key business personnel, technical personnel, and City departments;
- Defines scope and requirements for new developments, modifications, and enhancements to meet changing business requirements;
- Assists with the establishment and management of project plans;
- Performs configuration changes and/or prepares and develops design specifications for programmers;
- Conducts detailed system design and writes specifications for development;

**\* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Develops tests for SAP modules, components, and sub-components and training plans and materials for updates and/or enhancements;
- Prepares, monitors, and analyzes budgets;
- Analyzes new hardware and software updates and products certified by SAP;
- Assists with tactical and strategic planning initiatives;
- Acts as a liaison with organizations and agencies for the continued development of SAP;
- Prepares and presents reports.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **AND** one year of recent full-time experience (within the last 5 years) analyzing business needs and problems, defining solutions, and working on software development/implementation projects to meet operational goals, OR professional experience providing technical and operations support of an automated system. Qualifying experience must include working with an enterprise software application (e.g., SAP, Oracle, MS Dynamics, SSA Global), troubleshooting and problem resolution, and providing technical assistance to others.