THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INFORMATION TECHNOLOGY BUSINESS ANALYSIS TEAM MANAGER

Group-Section: Information Technology Group	**FLSA Status:** Exempt **Bargaining Unit:** MAPA	**Salary Grade:** 061 **Job #:** TM074

JOB SUMMARY

Responsible for leading the business analysis function within the Information Technology Group. The function comprises the design, development, integration, implementation, and administration of the Information Technology business analysis process including business process mapping and process documentation, use case development, functional and technical requirements gathering and documentation, as well as working closely with Business stakeholders to understand their business needs, requirements, and priorities for technology solutions.

OVERSIGHT

Oversight Received: Receives direction from the Information Technology Group, Section or Unit Manager.

Oversight Given: Manages and supervises a staff of professionals and technicians, providing direction to Business Analysts.

JOB DUTIES

1. Manages the design, development, integration, implementation, and administration of the Information Technology business analysis process, and evaluates results

2. Provides oversight and expertise to the Information Technology business analysis process including business process mapping and process documentation, use case development, functional and technical requirements gathering and documentation, and scope change analysis and assessment.

3. Works closely with Business leadership and stakeholders to assess and interpret business customer needs and requirements, coordinates creation of business/technical requirements documents and identifies solutions to business problems; documents technology gaps and develop roadmaps; and prioritizes Information Technology requests from each Business area.

4. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, goal setting, and performance assessment; reviews work for thoroughness, quality and adherence to standards; and assesses employees' competencies and develops training plans.

5. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares, develops and monitors team budget; evaluates resource needs; assists in the development of the annual business plan; and provides updates of the business plan.

6. Estimates business and requirements analysis costs and staffing requirements for requested projects; selects and monitors temporary staff and consultants; and prepares and evaluates request for proposals, participates in selection of contractors, and manages contracts for services.

7. Assists in developing team and group policies, methods, and procedures; and reviews and makes recommendations regarding the development of procedures, project milestones, presentation, and documentation.

8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Principles and practices of business analysis, process mapping, and functional and technical requirements documentation; principles of system development life cycle management; principles and practices of metrics development and implementation; supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; policies and procedures related to budget, procurement, and human resources; programming theory and design; and basic understanding of relevant operating systems, database design, networking, and information security principles.

Required Skills and Abilities to: Plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relevant to the team and group; communicate effectively both orally and in writing; determine training needs of staff; establish collaborative working relationships with all levels within Metropolitan; and develop use cases, business process maps and process flows, business requirements documentation including functional and technical requirements, and business technology roadmaps.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates
• None

Licenses
• Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations
• None

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DESIRABLE QUALIFICATIONS
Experience with the following is highly desirable:
- Agile Methodology
- Oracle e-Business Suite
- PeopleSoft
- Cognos

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

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