

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 60

Position Title	Senior Business Systems Analyst		
Date Evaluated	October 19, 2005	Date Revised	June 13, 2006
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	4	Writing detailed business requirements for users/ systems specifications.
2. Numeric Skills	4	Create systems specifications and workflow documents; develop and maintain analysis models; must understand the knowledge flow but not the detail of creating relationships between data field.
3. Technical Skills/Professional Knowledge	5	Knowledge of the business context and the assessment computer systems (OASYS and IPS) with the ability to apply to different user requirements to develop new/improve existing systems; skill in Bus Systems at intermediate to senior level with access to consultants for support.
4. Analytical/Problem-Solving Skills	5	Researching/investigating user requirements may involve extensive questioning and follow-up with user group, liaison with programming/developers; understanding impact of changes in systems on existing programs etc.
5. Communication Skills	4	Liaises with user groups and programming/development teams regularly to define and clarify user requirements, implementation, etc.
6. Co-ordinating Skills	2	Formulate project scope and phases, involving Analysts, Developers; coordinate input from users to project scope/plan; is an element of the job but not the distinct focus.
7. Freedom of Action	4	Working with limited guidance in a senior analyst capacity; determines process steps; assigned tasks with or without defined deadlines; determine required information and decision on what to escalate.
8. Guiding Others	1	Occasionally training, coaching to Business Analyst, temp staff; review work occasionally.
9. Physical Effort	1	No physical effort beyond standard office work;
10. Manual Dexterity	2	Keyboarding but not continuous for any significant time;
11. Audio/Visual Effort	1	Concentration required when writing systems requirements (daily)/drawing systems diagrams (monthly) but interruptions from email and analysts. (however, not responsible for guiding analysts).
12. Working Conditions	1	No disagreeable working conditions.
General Notes		