

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Business Systems Consultant – Entry		Class Code: 001BD4
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 3-28-13
	Summary: Incumbent works with specialized phases of systems analysis while considering the business implications of the application of technology to the current and future business environment. Incumbent works in an Information Technology Division of a state agency under the guidance of a higher-level Business Systems Consultant, Business Systems Consultant Manager, Information Technology Director, or higher level staff.		

Duties:

- Establishes and maintains strategic partnerships with assigned customers in order to help them meet their business and technical needs;
- Assists in the development of strategic plans based on customer needs;
- Assists in the analysis of business and user needs, document requirements and revises existing system logic difficulties with assistance from higher-level Business Systems Consultants or manager;
- Assists in devising or modifying procedures to solve problems considering telecommunication and computer equipment capacity and limitations, operating time, and form of desired results;
- Assists in the delivery of technical business solutions and products to customers;
- Assists customers in evaluation, procurement and implementation of technical business systems solutions and products;
- Assists in meeting expectations of customers, peers, vendors, and management;
- Assists in establishing contracts for the procurement of technical business solutions;
- Performs related duties as required.

Job Requirements:

- Working knowledge of some of the organization’s business systems and industry requirements;
- Working knowledge of technical problems and solutions as they relate to the current and future business environment;
- Working knowledge of the application of software engineering process tools;
- Ability to lead, encourage and influence others to perform;
- Effectively communicate both orally and in writing;
- Ability to work with diverse human resources.

Difficulty of Work:

Incumbent follows general guidelines under the direct supervision of a manager or higher-level staff. Guidelines are complex in nature and may require some judgment in making adaptations to fit the conditions of the work.

Responsibility:

Incumbent works under immediate supervision of higher-level staff and receives general instructions for work in support of agency information technology requirements. Work is reviewed for soundness of judgment, technical accuracy, and compliance with division and agency policy.

Personal Work Relationships:

Incumbent works with information technology management, division management, systems users, agency personnel and IOT.