


Job Evaluation Rating Document

	Job Title <u>Business Analyst</u> Date <u>Interim Rating - October 2010</u> Revised Date <u>March 8, 2016</u> Revised Date <u>October 24, 2024</u>	Code <u>459</u>
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Decision Making Responsible for development of business plans for devising new approaches to problems and working with multiple business units to assess needs. May make exceptions to accepted practices when doing business process redesign duties (e.g., process re-engineering, physical data remodeling) to implement business technology solutions.	Degree <u>4.0</u>
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Education Grade 12. Business Management diploma (Saskatchewan Polytechnic 1500 hours). (Rating of 3.5) *As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 1840 hours as no other factors were impacted by this change. The education rating will remain at (4.0).	Degree <u>4.0</u>
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Experience Twenty-four (24) months previous experience working with business units/departments to provide technical support or technical solutions. Twelve (12) months on the job to develop understanding of business units, applications, network layout and department policies and procedures.	Degree <u>6.0</u>
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Independent Judgement Provides change management and project management duties related to the implementation of business technology solutions. Uses judgement when determining technology implementation objectives to business requirements.	Degree <u>4.0</u>
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Working Relationships Requires tact and discretion to provide technical explanation and/or instruction to various departments/business units. Liaises with business units and stakeholders to secure business needs/objectives.	Degree <u>4.0</u>
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<p>Impact of Action</p> <p>Misjudgement in project management may result in inadequate planning for key assignments associated with updating business technology. Inadequate planning for upgrading or installing new hardware/software may impact operations and cause substantial delays.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Provides limited direction to project teams and functional guidance to staff and operational leaders as required.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort performing computer operation with periods of accurate coordination of fine movements.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort performing computer operation with cumulative effort managing multiple projects.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p><u>2.0</u></p>