

## ***IT Specialist (Systems Analysis) - 2210***

### **Perform System Analyses**

- Perform needs and requirements analysis of IC functions proposed for automation within established standards.
- Proactively coordinate with others to ensure automation further improves business process solutions. Finds (insert number) opportunities for improvements.
- In a courteous, knowledgeable, and timely manner, work closely with customers and encourage their full participation in the business improvement process.

### **Feasibility Studies**

- Perform feasibility studies in accordance with accepted practices.
- Based on a thorough analysis, prepare alternative solutions proposals allowing customers a choice of solutions.
- Presenting all significant options, prepare a business case analysis for proposed solutions.
- Prepare accurate and comprehensive cost estimates for proposed solutions.

### **Scope Planning**

- Prepare scoping documents for proposed systems according to established standards.
- Prepare thorough and accurate integration documents to ensure all systems have the requisite capabilities to interoperate.
- Prepare IT security plan for the proposed system with established standards.

### **Project Definition and Work Plan**

- Write detailed and accurate specifications and definitions for (specify project) to be developed by due date.
- Design (insert number) accurate work break down structure(s) for a (specify project) system development project within established timeframes and specifications.
- Write an implementation and training plan for a project within established standards and due date.