



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 465.5

Job Title: **IT ARCHITECT – BUSINESS ANALYSIS**

Pay Grade: 30

### **GENERAL SUMMARY:**

The purpose of this position is to optimize business performance by improving the efficiency and effectiveness of IT-driven business processes. Serves as the highest level of business analyst expertise internally.

### **RESPONSIBILITIES:**

**TECHNICAL EXPERT:** Preeminent technical expertise in specialized business areas, systems or processes. Responsible for most complex systems process analysis, design, and simulation. Requires highest level understanding of organization's business systems and industry requirements. Proactively resolves highly complex, strategically important systems and process problems.

**STRATEGY:** Directs strategy for business process improvement and platform evolution; adapts plans and priorities to address business requirements and long-term platform requirements. Understands nature of technical problems and solutions as they relate to the current and future business environment. Evaluates and recommends new products. Drives innovation and strategic solutions by providing value propositions.

**PROCESS IMPROVEMENT:** Translates business requirements into system or process designs. Performs process analysis and re-engineering. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.

**TEAM EFFORT:** Accomplishes business results through process improvement. Serves as liaison between senior leadership, project teams, development teams and other stakeholders.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field. Holds multiple system-specific technical certifications; recognized as having mastery of a particular technical discipline. A Master's degree in Computer Science or Management and Information Systems or closely related field may be substituted for up to two (2) years of the experience requirement.

#### **EXPERIENCE:**

At least ten (10) years of specialized experience in business systems analysis and design.

#### **COMPLEXITY:**

Individual contributor and acknowledged expert in specific applications, platforms, or functional areas. Works independently; routinely coaches other professionals on technical issues. Ability to execute highly complex or specialized projects; develops new solutions to complex problems.

## **SPECIFICATIONS (cont'd):**

### **IMPACT OF ACTIONS:**

Errors in work typically lead to significant business risks and costs. The incumbent functions autonomously and as an advisor to senior business and technical leadership.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct reports.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with managers, Assistant Directors, and Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; problem-solving discussions regarding responsibilities, finance or work flow or to facilitate change.

#### **External Contacts:**

Level of external contact is primarily with senior-level representatives of government agencies, guests, vendors and professional contacts with affiliated organizations. Interaction requires substantial sensitivity and persuasion leading to resolution of complex issues, e.g., project coordination and higher-level problem resolution.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Significant time spent using computer display, keyboard, and mouse.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY: Information Technology – Business Analysis**

#### **Technical Track:**

IT Associate – Business Analysis  
IT Specialist – Business Analysis  
IT Professional – Business Analysis  
Senior IT Professional – Business Analysis  
IT Architect – Business Analysis

#### **Management Track:**

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IT Lead -- Business Analysis  
IT Manager -- Business Analysis

***Effective: November 2015***