

Class Concept

Positions in this class manage, plan, direct, coordinate, monitor, and/or supervise business and program processes and operation systems and ensure the efficiency of business and related systems. They ensure that operational, procedural and regulatory requirements are met. Positions in this class lead, manage, and advise the development of strategic plans. Positions research and analyze strategic choices and make recommendations to achieve goals and objectives of the agency.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge and understanding of business systems theories, processes, rules and regulations and how they apply to technology in the applicable area(s).
- Considerable knowledge of local, state, and federal regulations and statutes governing the area of work.
- Considerable knowledge of applicable business information systems, testing methodologies, training, business system analysis, and/or other applicable systems.
- Ability to analyze moderately complex situations and recommend solutions and options.
- Ability to recognize and fully understand the limitations of business information systems in relation to business processes.
- Ability to recommend and implement response to a moderately complex situation based on interpretation of local, state, and federal regulations and standards.
- Ability to interpret rules and regulations internal to the organization.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance, or other discipline related to the area of assignment from an appropriately accredited institution and three (3) years of progressive experience, of which at least one (1) year is supervisory; or equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.