

**USF Job Class Description**

JOB CODE: 4447  
JOB TITLE: Agile Analyst III  
JOB FUNCTION: Information Technology  
PAY PLAN: 21  
CAREER BAND: F  
FLSA: Exempt  
Revised: 07/03/2018

**Job Title:** Agile Analyst III

**Job Summary**

The Agile Analyst III performs advanced and independent analytical and business systems development work using Agile ideology and methods to find solutions which integrate business processes and information technology. The Agile Analyst III researches, analyzes, and defines complex user problems and requirements, develops systems and program specifications, and develops solutions in consultation with the Agile team. The Agile Analyst III acts as a Product Owner or Scrum Master in scrum teams and interacts with internal and external stakeholders on projects that require multiple areas of expertise and span a broad range of applications.

**Nature of Work**

This is an advanced professional information technology position supporting the specialized needs of users in larger departments or programs or at the division, campus or college level. This position may report to a Director or Assistant Director. The Agile Analyst III acts as the main Product Owner or Scrum Master on some projects with complex tasks and both internal and external stakeholders. The Agile Analyst III meets with the team for daily stand ups, sprint planning, review, and retrospective scrum meetings. This position provides guidance and project direction to other staff members on the scrum team and will serve as an expert resource within the university on the functionality of their business processes and system(s) of major enterprise-wide systems or projects with similar scope. This position must meet the FLSA criteria for an Administrative exemption by making decisions of significance to the organization. This is an advanced level position requiring the ability to set priorities and complete tasks independently. The position provides project coordination and functional expertise typically in multiple specialty areas. The Agile Analyst III differs from other classifications which provide business process analysis (Business Analysts, ERP Analysts, or Applications Developers) by its predominant use of the Agile methodology.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Serves as a subject matter resource in multiple business processes or systems (Product Owner and Scrum Master).
- Analyzes and interprets complex enterprise-wide problems or processes, identifies and understands requirements, and develops alternate solutions while educating senior leadership (Product Owner and Scrum Master)
- Devises and evaluates plans that integrate system components across existing and new businesses (Product Owner and Scrum Master).
- Advises on options, risks, costs versus benefits, and impacts on end-user products and services, business processes and system priorities. (Product Owner).
- Provides consultation on project level plans related to schedule, scope and resources (Product Owner).
- Works with internal and external stakeholders to understand and validate business strategy vision, and customer needs. Engages business and technical leaders in the identification of medium-term business solutions with broad impact consistent with best practices for cross-functional implementation. (Product Owner.)
- Coaches agile practitioners to gather functional and technical systems requirements (Product Owner).
- Facilitates and/or develops user stories to communicate stakeholder needs into sizeable units of work for developers (Product Owner).
- Develops and presents solutions to stakeholders throughout the entire project life cycle (Product Owner).
- Analyzes technology trends to determine impact to the achievement of organization goals. (Product Owner)
- Conducts risk evaluations and resolves issues regarding significant changes and upgrades. (Product Owner)
- Leads, collaborates with, and motivates a cross-functional team of users, developers, testers and others to plan, execute and release business process solutions in alignment with scrum practices and business strategy. Mentors developers and other team members towards a self-organizing structure (Product Owner and Scrum Master).

- Promotes Agile values and Scrum practices to ensure successful product delivery and continuous improvement (Product Owner and Scrum Master)
- Works cross functionally to align strategy, methodology and execution (Product Owner and Scrum Master).
- Writes reports to all levels of colleagues and peer groups in ways that support problem solving and planning. (Product Owner and Scrum Master)
- Identifies the scrum team's velocity of work and plan work based on the team's capacity. Develops plan and metric for team improvement. (Scrum Master)
- Evaluate current Agile and Scrum practices utilized by the organization to drive process improvement and educate leadership in supporting an agile organization. Removes impediments for developers. (Scrum Master).
- Align teams to department best practices including documentation, processes and organizational goals. (Scrum Master).
- Facilitates and/or attends Scrum ceremonies including daily standups, sprint planning, retrospective, backlog grooming, etc. (Scrum Master)

**Minimum Qualification Requirements**

Bachelor's degree Business, Engineering, Computer Science or IT related field and three years of IT or Project Management experience OR seven years of IT or Project Management experience, or a combination of relevant experience and education.