

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Business Analyst 1

Position Number: 81026, 81021, 25003

Location: Helena

Department: Transportation

Division and Bureau: Information Services Division

Section and Unit: Project Management Office

Job Overview: This position is responsible for using process and data analytics to bridge the gap between business units, articulate the problem or issue, identify potential solutions, report findings and make data-driven recommendations. The ability to successfully complete these responsibilities is typically accomplished by leveraging tools, processes, and data analytics defined by the International Institute of Business Analysis (IIBA). As an agent of change, the business analyst (BA) plays a key role as the interface between subject matter experts (SMEs) and the project manager to help MDT deliver value, minimize waste, and create better business alignment within solutions.

Essential Functions (Major Duties or Responsibilities):

Business Process Analysis, Project Management, and Contract Management (100%)

Perform business analysis for low-medium complexity projects or phases of complex projects. For assigned projects or tasks, act as an interface between business units, SMEs, project manager and management.

Examples of work performed:

- Develops detailed business process documents and models for any functions within the Department.
- Contributes to the development of business cases, project charters, concept documents, procurement documents in conjunction with a project manager.
- Provides status reports/regular updates to supervisor and/or project lead.

- Evaluates the interdependencies between the business process to be modified and any other known existing business processes, department business practices, and/or user interactions.
- Elicits and elaborates requirements for projects, processes, and solutions.
- Participates in project ideation and initiation activities and business-planning efforts, to define and develop as-is and to-be business process models.
- Performs requirements analysis with a focus on adding value to the business by providing more detailed objectives; business needs analysis; options analysis; requirements feasibility; risk analysis; and cost-benefit analysis.
- Reviews and analyzes the effectiveness and efficiency of existing systems/processes and develop strategies for improving or further leveraging these systems.
- Assesses requirements feasibility by analyzing requirement risks and constraints and modifying requirements to mitigate identified risks.
- Researches federal and state regulations to ensure systems/processes comply.

Physical and Environmental Demands: Typical office environment with time spent in front of computers. Crosstown travel may be required to attend meetings.

Knowledge, Skills and Abilities (Behaviors):

- Conduct work with an agile mindset.
- Knowledge of Agile Methodology.
- Knowledge of principles and practices of information systems analysis, design, development, implementation, maintenance, and security related functions.
- Strong conceptual, analytical, and problem-solving ability.
- Excellent written and verbal communication skills.
- Skilled in process analysis, elicitation, facilitation, and meeting management.
- Ability to communicate technical information in non-technical terms.
- Ability to evaluate program requirements relative to processes and systems development; conduct research; exercise sound judgment in solving programs and make decisions where few precedents exist.
- Ability to manage varying deadlines and multiple projects; responding positively to changes in direction, priorities, responsibilities, or assignments.
- Ability to build trust and credibility in building working relationships.
- Ability to work in a team environment to achieve objectives.
- Ability to operate personal computer and general office equipment as necessary to complete essential functions.

Minimum Qualifications (Education and Experience):

- Bachelor’s degree in business administration, computer science or related field of study plus four (4) years business analysis experience, of which at least one (1) year is in the IT industry.
- Experience with Jira Cloud, Confluence Cloud, Miro, Microsoft 0365, SharePoint, Visio, MS Project, or other project management/business analysis tools preferred.
- Certified Business Analysis Professional (CBAP) certification is preferred.
- Equivalent combinations of education and experience may be considered on a case-by-case basis.

Special Requirements:

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe. |
| 035 Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Business Analyst 1 Job Code Number: B1J102

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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