

Job Posting

Job Title Information Technology Spec 4

Job ID 13676

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Unlimited

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Job Details

Job Class: Information Technology Specialist 4

Working Title: Business Analyst

Option Code: Business Analyst - 1794

Who May Apply: Open only to Minnesota State System Office employees

Date Posted: 08/01/2017

Closing Date: 08/14/2017

Hiring Agency/Seniority Unit: Minnesota State Colleges & Universities System Office/MAPE

Division/Unit: IT

Appointment Type: Unlimited Classified

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Yes - up to 25%

Salary Range: \$28.84 - \$47.58/hourly; \$60,218 - \$99,347/annually

Job Class Option: 1794 - Business Analyst

Classified Status: Classified

Bargaining Unit/Union: 214--Professional/MAPE

Re-Posting: No

Connect 700 Program Eligible: Yes

Job Summary

This position can be located in St. Paul, St. Cloud or Moorhead.

This position exists to ensure that the business needs of the faculty, staff, administrators and students of the 37 Minnesota State College and Universities are understood and clearly documented so that the Information Technology Services Division can provide enterprise wide software solutions to meet those needs. This position works with campus and system office staff in order to understand the structure, policies, and operations of the colleges and universities and to recommend solutions that enable the organization to achieve its goals.

This position is responsible for leading requirements gathering and focus group sessions and analyzing a wide variety of user group and task force input to extract and document a concise description of the business. These activities, at times, require negotiating resolution of business practice differences among institutions to

arrive at acceptable technological solutions that meet the defined business needs, use resources efficiently, and maintain the integrity of an integrated database and integrated processes. In addition, this position must be able to analyze software malfunctions and recommend solutions under tight time constraints with considerable risk to the system as a whole.

Qualifications

Minimum Qualifications:

- 5 Years business analysis experience working directly with business lines performing activities such as business process modeling, data flow diagramming, requirements elicitation, analysis and documentation
- Communication: Ability to effectively communicate complex technical ideas and procedures to technical and non-technical personnel.
- Knowledge of project management principles sufficient to determine project goals and objectives, establish development schedules, lead a team to complete development tasks, and monitor and evaluate progress.
- Demonstrated business analyst skills sufficient to elicit and analyze business requirements and deliver software solutions that meet end user needs.
- Business process modeling skills sufficient to capture the current state, represent the future state, identify gaps and provide business partners a way to clearly see and understand their processes.
- Presentation and facilitation skills sufficient to interact with a broad range of stakeholders in participatory decision making.
- Ability to analyze data for patterns and potential process and system issues.

Preferred Qualifications:

- 4 year / Bachelor's Degree in business, information technology or a related field.
- ITIL Foundations certification
- 1 Year Experience completing business analysis activities in an Agile/Iterative software development environment, 1 Year Experience working in the public sector or higher education environments
- Demonstrated ability in working with diverse populations Preferred Qualification
- Ability to qualify for the Certified Business Analysis Professional (CBAP) certification exam within 1 year from date of hire.
- Demonstrated skill communicating virtually using technology to facilitate meetings, gather requirements and lead projects with a geographically dispersed participants.
- Demonstrated skill with relational databases sufficient to query data.

Additional Requirements:

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Application Details

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan

document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

Why Work For Us

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How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651.201-1845.

Equal Employment Opportunity

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