STATE OF OHIO
DODD - Central Office
30 E. Broad St.
18th Floor
Columbus, OH 43215-3414
(614) 466-2508
http://dodd.ohio.gov

Invites applications for the position of:

BUSINESS PROCESS ANALYST 2

An Equal Opportunity Employer

PN: 20081035
Job Type: Full-Time, Permanent, Bargaining-Unit
Location: Franklin County
Promotional Bid:
classified position (may include promotion, transfer or demotion)
Job Location: 30 E. Broad Street 13th Floor Columbus, Ohio 43215
Division: Medicaid
Opening Date: Fri. 03/18/11
Closing Date/Time: Continuous

Pay Range: 35
Hours of work:
8:00am to 5:00pm

Salary:
$60,091.20 - $88,462.40 Annually $28.89 - $42.53 Hourly

Job Duties: Creates & coordinates documentation & distribution of business rules and operational processes for projects & procedures (e.g., gathers & analyzes information needs & functional requirements from stakeholders, business owners, customers & management for implementation of information technology solutions; analyzes user needs & existing functions to determine business requirements, screen & interface design, Use Cases & the like); provides on-going system maintenance & evaluation; provides consistent system evaluation. Delivers various project artifacts: Analyzes business requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, gap analysis, task & workflow analysis & documents such. Analyzes fundamental business processes & creates Information Technology process flows & flowcharts. Analyzes, reviews & recommends possible solutions to identified business problems through the use of Information Technology. Develops business cases as needed for project justification. Performs validation of solutions by analyzing the end product & the requirements specifications. Develops scripts for User Acceptance Testing (UAT) based on requirements, facilitates UAT sessions, & tracks the results of the testing against the script. Acts as the liaison between the business units, customers (internal & external) & various stakeholders, managing expectations & ensuring successful communications between project, technology, & support team members. Assists in managing risks & changes related to projects. Creates traceability matrix to cross-reference requirements to deliverables to ensure consistency with system requirements.

Assists Product Owner in project planning & developing project task plans, leading meetings & other related tasks to gather & coordinate activities for re-quirements gathering. Utilizes business modeling, technology solutions, ven-dor solution evaluations, & recommendations to meet defined business re-quirements. Tests systems (e.g., user-acceptance testing, white box testing, black box testing, defect tracking) to identify required changes, defects, usabil-ity, etc. Assists in enforcement of project deadlines & schedules; communi-cated & applies project standards. Utilize Agile software development life cycle methodologies (e.g., scrums, planning, implementation, testing, documenting) to execute projects according to specifications.

Assists Product Owner with identification and communication of business transformation to county boards of DD,

providers & other stakeholders. Develops training documents, coordinates & leads the internal & external training & implementation of new systems. Provides & coordinates ongoing technical support for new & existing systems.

Minimum Qualifications:

Education: Core undergraduate program in Computer Science, Information Systems or Business Administration or equivalent work experience.
AND
Experience: Minimum 5 years combined work experience in any combination of the following: creating and coordinating technical and business requirements for processes, projects and procedures, working with business users and technical staff to develop strategies and leading modification or creation of new systems for implementation of information technology solutions.

Note: the official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics for the required technical (i.e., methodology) and/or line of business experience. Only those applicants possessing the required technical and/or business experience listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical and/or business experience commensurate with the position in question.

Major Worker Characteristics:

Knowledge of: oral and written communication tools and techniques, customer support and personal service, state and DODD policy, procedures and applicable laws*, vision, mission and goals of DODD*, IT systems development lifecycle management concepts, technical writing and documentation practices, quality assurance principles, requirement analysis principle and methods, methods and approaches for sharing information through the use of IT assets, business process modeling methods and techniques, IT security principles and methods, technical tools available for consideration, IT principles, methods and practices in the assigned specialty area, performance monitoring principles and methods, interrelationships of multiple IT specialties, business process and operations of customer organizations. Skill for: reading comprehension, speaking, service orientation, assuring quality, identifying and specifying business requirements, operation analysis, time management, interviewing, presenting, facilitating, troubleshooting, critical thinking, complex problem solving, and developing and interpreting policy and strategies governing the planning and delivery of IT services. Ability to: define problems, collect data, establish facts and draw valid conclusions, prepare meaningful, accurate and concise reports, stay abreast of current technologies in area of IT assigned, and apply new developments to previously unsolvable problems.

(*) Developed after employment

All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.

*IMPORTANT NOTE: Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.

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