



Job Class: Information Technology Specialist 4 – Job Posting 75995

Working Title: Business Analyst

Who May Apply: Open to all qualified job seekers

Date Posted: 04/22/2024

Closing Date: 05/06/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Information Technology

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$34.95 - \$57.65/hourly; \$72,975 - \$120,373/annually

Classified Status: Classified

Bargaining Unit/Union: 214 – MN Assoc Of Professional Empl/MAPE

FLSA Status: Nonexempt

[Connect 700 Program Eligible](#): Yes

Job Summary

Telework availability and options will be negotiated at time of hire.

This position exists to ensure that the business needs of the faculty, staff, administrators and students of the 33 colleges and universities in the Minnesota State system are understood and clearly documented so that the Information Technology Services Division can provide enterprise wide 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 system as a whole to achieve its goals.

Specific Duties Include:

- Following system and industry standards, perform business analysis activities with stakeholders, including eliciting, documenting, managing, analyzing and communication business requirements, and negotiating the resolution of business practice variations among to ensure that the enterprise application suite allows the colleges and

universities to provide policy, regulatory and legally compliant services to faculty, staff and students.

- Coordinate the development and design of IT solutions.
- Perform project management functions as necessary, to ensure that the project vision, scope and requirements meet the needs of college and university faculty, staff, administrators and students.
- Ensure solutions are in compliance with all system, state, and federal policies, laws and regulations.

Minimum Qualifications

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Demonstrated commitment to work with diverse clients, stakeholders and students, fostering a diverse working and learning environment.
- Five (5) years of business analysis experience working directly with business lines performing activities such as business process modeling, data flow diagramming, requirements elicitation, analysis and documentation.
- 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 elicit and analyze business requirements and deliver software solutions that meet end user needs.
- Presentation and facilitation experience sufficient to interact with a broad range of stakeholders in participatory decision making.
- Demonstrated ability to effectively communicate complex technical ideas and procedures to both technical and non-technical staff.

Preferred Qualifications

- 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 the public sector or higher education environments.
- Certified Business Analysis Professional (CBAP) certification.
- Demonstrated organizational skills sufficient to lead complex software development efforts.
- Demonstrated skill in communicating through the use of technology to facilitate meetings, gather requirements and lead projects with geographically dispersed participants.
- Demonstrated skill with relational databases sufficient to create queries and analyze data for patterns and potential issues.

Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <https://www.minnstate.edu/system/working/relations.html>

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit our web page: [Working at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>

Internal Applicants: Go to Self-Service/Careers.

Contact

Shane Moore

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Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.