

Business Analyst I

Nonpartisan, Business Office – Information Systems, September 26, 2024

Office

Business Office – Information Systems

Caucus

Nonpartisan

Description

This is an at-will, non-partisan position. Work is performed onsite at our campus in downtown Lansing. Remote work is not an option for this position.

The Business Analyst I position is a member of the Information Systems Team. This group is responsible for all aspects of computer support for the user population of the House of Representatives, both in-person and remote employees. An ideal candidate is someone who is interested in working in a professional business environment, who is detail oriented, an ambitious self-starter, and enthusiastic about learning new technologies.

The activities of the Business Analyst I position involve stake holder engagement, basic requirement analysis, documentation and reporting, supporting solution design, testing and validation support, project support and coordination and Session support. Work activities are performed in the office at a computer workstation. Office calls are made to a campus that is comprised of two buildings. Session support is performed at a computer workstation.

The work week is forty hours in length. This salaried position may require additional hours to meet project and support commitments. Session support can occur anytime outside normal business hours, including evenings and weekends. The incumbent's responsibilities are performed without political partisanship or consideration of party affiliation.

Responsibilities

- Learn tools, methodologies, and processes through training and shadowing senior BAs.
- Support requirement gathering, documentation, and clarification under supervision.
- Perform simple analysis tasks and assist in requirement clarification.
- Create business requirements documentation, meeting notes, and project updates. Assist in preparing reports for stakeholders.
- Begin interacting with stakeholders in a supporting role, learning stakeholder management.
- Participate in brainstorming, solution design workshops, and prototyping under supervision.
- Assist with testing, create test cases, and learn validation techniques.

- Learn project coordination and exposure to project management practices.
- Learn business analysis tools, modeling software, and methodologies.
- Receive feedback, attend training, and pursue professional development opportunities.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Familiarity with Windows-based computer equipment.
- Familiarity with Microsoft Office 365 tools.
- Ability to present technical information in a clear and understandable manner to both technical and nontechnical users.
- High levels of professionalism, interpersonal skills, discretion/confidentiality, good judgement, and influencing skills.
- Demonstrated ability to work collaboratively across multi-functional teams to work towards a common goal.
- Ability to handle sensitive data and maintain confidentiality.
- We are looking for self-starters that are motivated to be successful.

Salary Range

\$50,310 - \$59,864, depending on experience. The House offers a comprehensive benefits package.

Minimum Qualifications

Experience in a business analysis position is preferred.

Presentation and customer service skills, problem-solving abilities, and analytical thinking are essential to this position. Familiarity with Microsoft Windows and Office 365, or related applications is required.

Deadline

October 10, 2024

Contact Information: Please send resume and cover letter to:

Michigan House of Representatives
Human Resources
P.O. Box 30014
Lansing, MI 48909-7514
Or via email to: HumanResources@house.mi.gov