



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

IT BUSINESS ANALYST

Job Number: 21005070

Job Code: 73470V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 02/16/2025

Job Revised:

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$30.192 - Hourly

\$4,906.20 - 37.5 Hr. Monthly Salary

\$5,233.28 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Analyzes business processes and collaborates between internal and external stakeholders for the development, maintenance, and improvement of Information Technology (IT) systems solutions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR a graduate of a college or university with an associate's degree in IT or related field OR certification in an IT-related field.

EXPERIENCE, TRAINING, OR SKILLS:

One year of systems analysis, IT support, business administration, public administration, or a related field of experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in IT, business or public administration, or a related field will substitute for the experience requirement on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Two years of additional experience in computer programming, systems analysis, IT services, research and statistics, business administration, public administration, or a related field will substitute for the education requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Analyzes and prioritizes business requirements, ensuring alignment with strategic objectives and stakeholder needs. Gathers and prepares reports related to specific data and analyses for reporting within and outside of the agency. Converts business needs into functional business requirements and document in clear and concise formats, such as requirements specifications, use cases, and user stories. Conducts business process analysis and recommends solutions to streamline workflows and reduce costs. Collaborates with technical teams to design solutions that meet business requirements and leverage emerging technologies. Assists in implementing and management of specific software programs, provides users support, and troubleshooting of technical issues for viable solutions to IT hardware and software issues. Creates process flow diagrams and other relevant documentation to support solution design and development. Leads quality assurance activities, including the development of test plans, test cases, and acceptance criteria, and coordinate testing efforts. Tracks project progress, identify risks, and develop mitigation strategies to ensure successful delivery within scope, budget, and timelines. Plans technical needs for new employees by requesting hardware and software installation and submits work tickets for system maintenance per agency requirements.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office environment.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.