



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

IT BUSINESS ANALYST SENIOR

Job Number: 21005071

Job Code: 73480V250216

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 02/16/2025

Job Revised:

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$35,498 - Hourly

\$5,768.44 - 37.5 Hr. Monthly Salary

\$6,153.00 - 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.*

Leads in the analysis of business processes and in the collaboration 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:

Three years of systems analysis, IT support, business administration, or public administration experience 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, or 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.*

Collaborates with senior management to align IT initiatives with organizational goals and priorities. Leads requirements gathering efforts for complex projects; analyzes and prioritizes requirements, ensuring alignment with strategic objectives and stakeholder priorities. Participates as a technical advisor for RFPs and make recommendations to leadership. Leads cross-functional teams, providing guidance and support throughout the project lifecycle. Manages contracts with vendors by reviewing service agreements, and ensuring project deliverables are met. Converts business needs into functional business requirements and document in clear and concise formats, such as requirements specifications, use cases, and user stories. Communicates effectively to ensure that stakeholders understand project scope, timelines, and deliverables. Works closely with enterprise architects and technical teams to design robust and scalable IT solutions that meet business requirements and leverage emerging technologies. Creates process flow diagrams and other relevant documentation to support solution design and development. Establishes quality assurance standards and governance processes to ensure that IT solutions meet business requirements and adhere to industry best practices. Manages backup/recovery processes and maintains system security protocols. Develops project plans, monitor progress, identify risks, and ensure successful delivery within scope, budget, and timeline. Fosters a culture of continuous learning and improvement within the team by providing mentorship and coaching to other IT Business Analysts, sharing knowledge and best practices.

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.