

### Class Concept

This is administrative and managerial work in analytical analysis including business objectives and process review, function design and testing of assigned projects, and process engineering with clients as new applications systems are designed and developed. Leads system-wide initiatives to improve efficiency and effectiveness of business processes in accordance with priorities and directions negotiated and discussed with various leadership groups. Leads collaborative efforts for planning and implementation of technology initiatives and alignment of business objectives with IT initiatives while managing and maintaining the state's perpetual IT Plan. Leads a team of Business Systems and Planning Analysts to assess the needs of the business, prioritize projects and drive new system and reporting requirements to completion.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough ability to utilize and understand business systems, policies, and procedures. Ability to demonstrate and utilize this knowledge in daily job-related activities. Thorough knowledge of state and federal rules and regulations governing the program; thorough knowledge of agency/university practices, procedures, and principles.
- Ability to establish expectations and clear direction to meet goals and objectives.
- Ability to review work and evaluate performance of others, and to develop individuals' competencies.
- Ability to assess and interpret work.
- Ability to develop, evaluate, implement, and modify work.
- Ability to make accurate decisions.
- Ability to present and convey information clearly and concisely either verbally or in writing to ensure that the intended audience understands the information and the message.
- Ability to manage large scale or multiple projects.
- Ability to establish proactive relationships with customers.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Critical thinking includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity.

#### Minimum Education and Experience

Bachelor's degree in economics, business administration, public policy, information science, or closely related field from an appropriately accredited institution and two years of experience in project management, and/or portfolio management; or

Associate degree in economics, business administration, public policy, information science, or closely related field from an appropriately accredited institution and three years of experience in project management, and/or portfolio management or closely related field; or an equivalent combination of education and experience.