Class Concept

Provides planning and guidance to agencies in the development of applications and projects requiring the knowledge of other applications and the statewide architecture. Brings knowledge of agency projects and priorities to the statewide planning function. Positions within the class coordinate with and provide guidance for the collaborative execution of the strategic planning process, create work instructions, and analyze their effectiveness. The work involves the matrixed planning resources including the other IT Division sections, the central IT organization for the state, agency business and IT leaders, and external planning resources as needed. The Planning Analyst also conducts industry and market research necessary to support planning activities. This role at the entry level will work on smaller individual projects or as part of a team which works on larger initiatives.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to operate under general guidance with ability to work in team and on independent projects.
- Ability to synthesize and apply different perspectives to a changing array of business/IT challenges, many of them crossing jurisdictional borders, governmental boundaries, and lines of business.
- General understanding of emerging business and technical challenges, as well as the underlying sources/causes and implications to the enterprise.
- Experience in identifying and interpreting trends and providing analysis.
- Working knowledge of enterprise business architecture, business process reengineering, project management methodology, investment analysis, risk management, strategic planning, and strategic sourcing.
- Perpetual knowledge of the latest IT industry trends and market information.
- Understanding of basic finance and IT operations functions with the ability to recognize patterns and themes in technology areas and in turn solicit the input of specific SMEs as applicable to each conversation.
- Ability to effectively communicate via a broad range of mediums to produce documentation, make presentations and lead small workgroups.
- Experience in collecting, analyzing, and reporting performance metrics and developing dashboards/scorecards.
- Experience in leveraging multiple data sources, some technical and non-technical to make informed strategic recommendations on a variety of topics.

Minimum Education and Experience

Bachelor's degree in economics, business administration, public policy, information science, planning or closely related field and one year of experience in project management and/or portfolio management, or

Associate degree in economics, business administration, public policy, information science, planning, 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 equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.