

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087
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Internet: www.tceq.texas.gov

State Title: **Business Analyst III**
Functional Title:
Job Posting: **16361**
Monthly Salary: \$4917.00 - \$5765.51
Salary Group: B24
Posting Date: 08/17/2016
Close Date: 08/31/2016
Section/Division: Business Automation Section/ Information Resources Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 2102

Job Description:

Analyzes business needs and processes for information technology projects for the Information Resources Division of the Texas Commission on Environmental Quality (TCEQ). Elicits and documents business needs and requirements for new systems and enhancements to existing systems. Performs enterprise analysis to include documentation and assessment of current business conditions; identifies gaps, and develops plans to achieve desired conditions. Monitors changes to project artifacts (requirements documents, design documents, code, test plans/scenarios and data migration plans) according to documented change management processes. Validates design documents with documented requirements. Assists with testing activities to include development and maintenance of test plans and scenarios based on requirements and testing traceability; coordinates and/or participates in user acceptance testing; and reviewing and updating reported errors. Develops and documents data migration plans; validates plans with users; assists programmers during migration; and verifies data migration. Develops or assists with the development of user manual and training materials; and conducts training sessions. Addresses questions and resolves problems related to software applications; and provides technical assistance regarding new or updated applications.

Military Occupational Specialty (MOS) Codes:

25B, 255A, 53A, IT, 181X-RL, 182X-RL, 642X-LDO, 644X-LDO, 742X-CWO, 744X-CWO, 26, C4I11, and 8848

Minimum Qualifications:

Six years of full-time experience in systems administration, business process analysis and modeling, application development or system and application design.

OR A master's degree from an accredited college or university, or technical college with a major in computer science, computer information systems, management information systems, mathematics or a related field plus (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) three years of the required experience.

OR A bachelor's degree from an accredited college or university, or technical college with a major in computer science, computer information systems, management information systems, mathematics or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus four years of the required experience.

OR Completion of 18 semester hours (27 quarter hours) in computer science, computer information systems, management information systems, mathematics or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus five years of the required experience.

Preferred Requirements:

Certified Project Management Professional (PMP).

Certified Business Analysis Professional (CBAP).

Experience creating the following BA documents: system/software requirements document, use cases, test plans or scenarios, diagrams (as-is, workflow, state, or context), traceability matrices, report specifications or data migration plan. Experience facilitating meetings or requirements workshops.

Experience as a Business Analyst for Information Technology Projects.

Special Requirements:

Moving up to 20 pounds of boxes, files, papers, and training supplies.

Traveling up to 5% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer