

BUSINESS ANALYST (IT) – LUBA WORKERS' COMP

We are hiring a business analyst to join the LUBA Information Technology team. You will work alongside other LUBA IT staff and report directly to the IT Manager. Your main tasks will include performing detailed requirements analysis, documenting processes, and performing user acceptance testing. To succeed in this role, you should be a good communicator and team player, have a natural analytical way of thinking, and be able to explain technical concepts to non-technical users.

Business Analyst Responsibilities:

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions while ensuring solutions meet business needs and requirements.
- Leading ongoing reviews of business processes and developing optimization strategies while documenting and communicating the results of your efforts to cross-functional team members and management.
- Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Working closely with end users, IT staff, and managerial staff including assisting with helpdesk tickets.
- Allocating resources and maintaining cost efficiency.
- Performing testing of apps with the users after they are installed.
- Managing projects, developing project plans, and monitoring performance and deliverables while ensuring timely completion of projects.
- Updating, implementing, and maintaining procedures.
- Prioritizing initiatives based on business needs and requirements.

Business Analyst Requirements:

- A bachelor's degree in business, information technology, or computer science.
- A minimum of 5 years of experience in business analysis or a related field.
- Analytical and conceptual thinking skills.
- The ability to influence stakeholders and work closely with them to determine acceptable solutions.
- Advanced technical skills including the ability to diagnose, troubleshoot and fix common network or application issues.
- Excellent documentation skills.
- Experience creating detailed reports and giving presentations.
- Excellent planning, organizational, and time management skills.
- Experience leading and developing top-performing teams.
- Ability to effectively communicate with both fellow team members and end users.