STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: HR Business Analyst 1   **Position Number: 14005**

Location: Helena   **Department: Transportation**

Division and Bureau: HROS Division

Section and Unit: n/a

Job Overview: This position is responsible for using HR processes and HR analytics to bridge the gap between business units, articulate the problem or issue, identify potential solutions, report findings and make data-driven recommendations for change. The ability to successfully complete these responsibilities is typically accomplished by leveraging tools, processes, and data analytics defined by the International Institute of Business Analysis (IIBA). As an agent of change, the HR business analyst plays a key role as the interface between subject matter experts (SMEs) and the program manager to help HR deliver value, minimize waste, and create better business alignment within solutions, automated or not. This position reports to the HROS Division Administrator and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Business Process Analysis and Project Management   90%

- Develops detailed business process documents and models for any functions within the HROS Division.
- Contributes to the development of business cases, project charters, concept documents, procurement documents in conjunction with a program manager.
- Provides status reports/regular updates to supervisor.
- Evaluates the interdependencies between the business process to be modified and any other known existing business processes, department business practices, and/or HR user interactions.

- Elicits and elaborates requirements for HR projects, processes, and solutions.
- Performs requirements analysis with a focus on adding value to the HR business by providing more detailed project objectives; business needs analysis; trade off analysis; requirements feasibility; risk analysis; and cost-benefit analysis.
- Reviews and analyzes the effectiveness and efficiency of existing HR systems/HR processes and develop strategies for improving or further leveraging these systems.
- Designs and documents User Acceptance Test plans and scenarios.
- Assesses requirements feasibility by analyzing requirement risks and constraints and modifying requirements to mitigate identified risks.
- Researches federal and state regulations related to HR to ensure systems/processes comply.

Other Duties   10%

Performs a variety of other duties as assigned by the HROS Division Leadership in support of the Department mission and objectives.

Supervision

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

Typical office environment with time spent in front of computers.

Knowledge, Skills and Abilities (Behaviors):

- Conduct work with an agile mindset.
- Knowledge of principles and practices of information systems analysis, design, development, implementation, maintenance, and security related functions.
- Strong conceptual, analytical, and problem-solving ability.
- Excellent written and verbal communication skills.
- Skilled in process analysis, elicitation, facilitation, and meeting management.
- Ability to communicate technical information in non-technical terms.

- Ability to evaluate program requirements relative to processes and systems development; conduct research; exercise sound judgment in solving programs and make decisions where few precedents exist.
- Ability to manage varying deadlines and multiple projects; responding positively to changes in direction, priorities, responsibilities, or assignments.
- Ability to build trust and credibility in building working relationships.
- Ability to work in a team environment to achieve objectives.
- Ability to operate personal computer and general office equipment as necessary to complete essential functions.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in business administration, Human Resources, computer science or related field of study.

This position requires a minimum of 4 years of business analysis experience, project management, financial experience, or related experience. 2 years is in the HR industry is preferred.

Experience with Jira, Confluence, Visio, MS Project, or other project management/business analysis tools preferred.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

☐ Fingerprint check ☒ Valid driver's license

☒ Background check ☐ Other; Describe.

None   Union Code   Safety Responsibilities

> The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

<u>Signatures</u>

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor **Title** **Date**

Administrative Review **Title** **Date**

My signature below indicates that I have read this job description.

Employee **Title** **Date**

<u>Human Resources Review</u>

Job Code Title: HR Business Analyst 1 Job Code Number: B1J102

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt   ☒ FLSA Non-Exempt

☒ Telework Available   ☐ Telework Not Available

☒ Classification Complete   ☐ Organizational Chart attached

Human Resources:

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Signature   **Title**   **Date**