

CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
BUSINESS ANALYST (INFORMATION TECHNOLOGY SPECIALIST – I)

DESCRIPTION:

The California State Senate seeks a motivated Business Analyst with great communication skills to gather requirements, study business processes, and manage information technology operations. The Information Technology Specialist-1 will perform functions such as: 1) analyze user requirements; 2) document business workflow; 3) analyze business data; 4) test and train users on custom software; and 5) manage information technology operations such as FTP and automated data backups. This entry level position includes on the job training.

The incumbent should have excellent communications skills, work well with others, and be technology competent and comfortable learning new technology skills. Experience working with large datasets and the completion of at least one programming course at the college level, or equivalent work experience, is highly desirable. The ability to work in a team environment and build positive working relationships with managers, peers, customers, other agencies, and vendors is paramount.

DUTIES:

The position will analyze business processes, test custom software, train users, manage data, and learn how to query datasets. Duties will also include managing information technology processes such as File Transfer Protocol, Disaster Recovery, and Database Backups. Being able to communicate with customers, co-workers, and managers in a professional manner is essential.

REQUIRED SKILLS:

The ideal candidate must be able to analyze business workflow processes and understand data models. Candidates must also have technology savvy skills and the ability to learn new technology, and excellent oral and written communication skills are essential.

EDUCATION OR EXPERIENCE:

Bachelor's degree in a STEM or data related field. The completion of at least one course in programming at the college level or equivalent professional experience is highly desirable. Please note your academic or professional work experience in your cover letter.

PAY RANGE & FILING DATE:

Starting Salary: \$3548 plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, SENATE APPLICATION & RESUME TO:

Terry Toy at terry.toy@sen.ca.gov

Submittals can be confidential upon request