



Job Title: **Project Analyst**
FLSA Status: Exempt
OCC Group: Professional Services (PS)
Location: State Court Administrator's Office
Job Code: R44156
FTE: 1.0
Monthly Salary Range: \$6,536.00 - \$8,824.00
Closing date: 05/07/2021

APPLY HERE: <https://www.its.courts.state.co.us/mosaic/careerApplyNow?positionNumber=7829>

GENERAL STATEMENT OF DUTIES

The Project Analyst assists project teams to document detailed project requirements from various product, infrastructure, security and support teams to ensure project success. They act as liaison between ITS and stakeholders on projects. They help gather, analyze, and communicate requirements and changes a project will make to business processes, procedures, and policies. The Project Analyst works on projects which are temporary and have distinct beginning and end times. This role analyzes projects across ITS and may take on project management duties for smaller, short-term projects as needed.

DISTINGUISHING FACTORS

Positions in this classification are distinguished from others by a focus on business analysis for temporary project work, stakeholder engagement, and feedback loops. This classification reports to the Manager of Portfolio and Programs and works closely with the Lead Business Systems Analyst.

ESSENTIAL FUNCTIONS OF THE POSITION

Acts as liaison between ITS and stakeholders. Gathers, analyzes, and communicates project requirements and how the project might change business processes, procedures, policies, etc.

Collaborates regularly with the teams across IT to ensure proper project scope and success criteria are documented and communicated.

Supports project teams as needed with stakeholder coordination and project staff scheduling.

Ensures all appropriate teams are included in project discovery, initiation, and planning.

Collects data on projects during execution and after completion to evaluate and monitor project progress.

Leads smaller, shorter-term projects such as vendor product installs, software upgrades or smaller infrastructure initiatives.

Coordinates training for new products and services with affected product teams and customers.

Contributes to research on software and hardware products to justify recommendations and to support purchasing efforts.

Helps project teams create presentation materials when needed to communicate to project stakeholders.

Analyzes project plan trends and controls through research, development and maintenance of project data.

Participates in and fosters a positive team culture built on teamwork, collaboration and respect.

Attends meetings and training as required.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Responsible for one's own work product and may provide guidance, assistance, or mentorship to less knowledgeable or experienced coworkers, volunteers, or interns. This may include scheduling of work, instructing in work methods, and reviewing work products.

QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential functions. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in business administration, management information systems, computer science, or related field and Four years of experience as an IT business/project analyst gathering, writing, and meeting stakeholder requirements and user stories.

OR

Four years of experience as an IT business analyst gathering, writing, and meeting stakeholder requirements and user stories. Additional years of work experience as an IT business/project analyst may be substituted on a year for year basis for the required formal education.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. This classification is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice.