Job Summary: The Enterprise Business Analyst (EBA) position is housed in Enterprise Governance and Administration section of the Strategic Technology Solutions (STS) division of Finance and Administration. The EBA provides support for the state's use of its enterprise project and portfolio management solution (Planview) and for STS' use of project and portfolio management best practices. This position will work in a matrix reporting environment and be required to manage multiple work streams, possibly supporting several initiatives simultaneously. The EBA reports to the STS IT Manager Senior.

Duties and Responsibilities:

- Collaborates with technical team members and Planview users to develop business functional requirements and non-functional requirements.
- Determines business analysis level of effort estimations for any projects.
- Creates business analysis documents and quality assurances for assigned projects.
- Collaborates with vendor software developers and technical team members to ensure a shared understanding of the business model and the detailed function requirements.
- Elicits and documents functional requirements and test strategies for technical solutions to meet business needs.
- Establishes the estimation of requirements documentation and testing efforts for various projects and initiatives.
- Performs other job-related duties as assigned.
- Possesses advanced level understanding of BA, QA/QC professional standards, business processes, workflows, methodologies, and leading practices.
- Responds proactively to both business and project issues and escalates appropriately.
- Understands business strategy and objectives by studying the business function, gathering information, and evaluating output requirements and formats.
- Works with technical leads and business end users to plan and execute User Acceptance Testing (UAT).
- Works with Executive Management and Planview user community to maintain data quality through the generation of quality assessments and processing of the feedback they contain.
- Serves as backup system administrator of the Planview solution, and provides support to lead system administrator in production/operational processes.

Minimum Qualifications:

- Bachelor's Degree and 4 plus years' experience as a Project Manager and/or Business Analyst or 8 plus years' experience as a Project Manager and/or Business Analyst

Preferred Qualifications:

- MBA or Master's Degree
- Experience working in the governmental sector (local, state, or federal)
- Experience working with project portfolio management solutions
- Certification in any of the following:
  - Business Process Management (BPM) Certification
  - Certification of Capability in Business Analysis (CCBA)
  - Certified Business Analyst Professional (CBAP)
  - PMI Professional in Business Analysis (PMI-PBA)
  - Project Management Professional (PMP)

Knowledge, Skills, Abilities and Competencies:

- Decision Quality
- Problem Solving
- Developing Direct Reports and Others

- Directing Others
- Conflict Management
- Hiring and Staffing
- Drive for Results
- Organizational Agility
- Building Effective Teams
- Motivating Others

Resume Submission:

- Please submit your resume to EIT.Resumes@tn.gov

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