



IT Business Analyst

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$50 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

The Information Systems Division is responsible for understanding and representing the perspective and technology needs of the Treasury program areas; creating and maintaining systems and user documentation; and training of end-users.

Key Responsibilities:

- Member of IS project team responsible for eliciting, analyzing, communicating and validating business requirements.
- Interprets Information Systems policies and procedures and in facilitating process improvement and workflow management.
- Facilitates meetings and/or design sessions to validate, prioritize, and document specific requirements for application enhancements and new development.
- Creates documentation including: process diagrams, UML models, user cases, business functional and non-functional requirements.

Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in Information Systems or Computer Science or
- Two years in a business unit to be supported with a bachelor's degree in Accounting, Business Administration, or Management.
- In addition, three years of experience in any of the following: business analysis, systems training, leading or managing the process involved in planning and implementing new information systems or planning, and integrating new technologies into existing systems.

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