



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: March 17, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Monday, March 20, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, March 31, 2017**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III

IT Business Analyst  
Bureau of Information Processing  
Office of Finance and Administration  
Schaumburg

Attachments  
41291

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, March 31, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary:</b>	<b>\$4,670 – \$6,483*</b>
<b>Position Title:</b>	<b>IT Business Analyst</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Position Number:</b>	<b>PW413 23-40-204-10-02</b>	<b>IPR#:</b>	<b>42191</b>

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### Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Information Processing /201 West Center Court, Schaumburg, IL

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### Description Of Duties:

This position is responsible for representing the Bureau of Information Processing (BIP) by interfacing with and assisting IDOT business units with the analysis, development, and implementation of technology solutions in a cost effective manner; analyzing existing business processes, working with business stakeholders to improve processes, determining project requirements, and communicating requirements to all stakeholders, process owners and IT staff. This position works closely with project managers to interpret and translate business needs into required business and technical requirements documentation used by developers, as well as any additional planning, training, testing, implementation and system documentation.

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### Special Qualifications:

#### Required:

- Valid driver's license
- Limited travel to attend meetings and/or training sessions

#### Desired:

- Four years of college preferably with major courses in communications and/or business, management information systems or related field
- Four years' experience in business analysis, defining requirements and technical writing for Information Technology development projects, preferably with active certification(s) such as a Business Analysis Professional (CBAP), ScrumMaster (CSM), Lean, Six Sigma, or other relevant certifications
- Experience and general understanding of web development technology, data modeling, and business process re-engineering
- Experience and working knowledge of Microsoft Office, SharePoint, Team Foundation Server and Visio applications
- Excellent time management, communication and interpersonal skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 18, 2016	<b>POSITION:</b>	IT Business Analyst
<b>APPROVED BY:</b>	<i>Dan Wilcox</i>	<b>OFFICE/DIVISION:</b>	Finance & Administration/BIP Region 1
<b>CODE:</b>	PW413 23-40-204-10-02	<b>REPORTS TO:</b>	Region 1 IT Manager

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***Position Purpose***

This position is accountable for assisting IDOT business units with the implementation of technology solutions in a cost effective way by analyzing business processes, determining the requirements of a project, and communicating them clearly to all stakeholders and process owners. This position works closely with project managers to interpret and translate business needs into the required business and technical requirements documentation used by developers, and any other planning documents, such as training, testing, and implementation plans, as directed by the project manager of the team.

***Dimensions***

Systems Applications Supported:	10-50
Code Value:	\$125 million
Number of Users Impacted	5,000 – 10,000

***Nature and Scope***

This position reports to the Region 1 IT Manager in the Bureau of Information Processing. There are no subordinates that report to this position, however, the position functions as a project team member in a matrix organizational structure along with other business analysts, technical writers, developers and consultant resources as needed in a team work environment. This position may work independently on smaller projects.

This position is accountable for understanding the business issues and data challenges of the business user; and articulating these needs within the frameworks of the agency's project management methodology and software development lifecycle. In order to effectively perform these activities the incumbent must maintain a high level of experience in business analysis, technical writing, and presentation techniques. The incumbent will also possess a high level understanding of IT systems. This skill set should include a working understanding of Microsoft SQL reporting, .NET development, web applications, SharePoint and MS Office application suite.

The greatest challenge of this position is to capture detailed business requirements and custom functionality while working with developers to ensure optimal system design to meet the project objectives. To meet this challenge the incumbent must combine the complex and dynamic requirements of the Department with state-of-the-art technology and computer systems.

This position is personally responsible for developing detailed written reports for information technology projects. Typical information captured includes client/stakeholder issues, project specifications, existing business processes, and functional specifications. The incumbent develops relationships with the clients and stakeholders to foster positive customer satisfaction and understands business process issues and manages client expectations. In addition, s/he leads or participates in the development and conducting of application testing efforts for project teams, documents issues and ensures developers resolve issues in a timely manner. The incumbent develops or participates in informative, well-organized presentations and project training.

Internal contacts include all department technology users, stakeholders, project sponsors as well as other department staff and consultants. External contacts are with various state agencies, vendors/consultants especially pertaining to enterprise application development and RFP projects.

This position has the latitude to resolve technical and procedural problems as directed by the Region 1 IT Manager and IT Operations Chief, but is constrained by all applicable departmental/state/federal guidelines and regulations. Matters of a unique nature are referred to the supervisor with recommendations for resolution. Travel for meetings and/or training classes may be required.

The effectiveness of this position can be measured by the ability of the incumbent to gather and document end-users business requirements; understand users or stakeholder needs and ensure that subsequently developed application solutions meet those needs. Additionally, the successful testing of the application solutions to meet user needs is another measurement of the incumbent's success.

### ***Principal Accountabilities***

1. Develops detailed written specification and requirements for IT project needs including stakeholder issues,  
project specifications, existing business processes, and functional specifications.
2. Maintains effective communications with client users and stakeholders by facilitating project team and client  
meetings, developing presentations and providing content for web postings.
3. Develops relationships with clients and stakeholders to foster positive customer satisfaction,  
understanding  
business process issues and manage client expectations effectively.
4. Leads or participates in project testing efforts, ensures testing issues are identified, tracked and  
resolved in  
a timely manner.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner  
conducive to  
the fair and equitable treatment of all employees.
6. Performs other duties as assigned.