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STATE OF NORTH DAKOTA – MSP JOB DESCRIPTION

AGENCY	ITD		
WORK LOCATION	4201 Normandy Street Bismarck, ND 58503		
JOB TITLE	Business Analyst and/or Process Improvement Analyst		
NUMBER OF OPENINGS	N/A	BACKGROUND CHECK	Fingerprint Screen
Bill Rate	DOE	HOURS	40hrs. 8-5pm
START DATE	ASAP	END DATE	Dec. 31, 2020
ON-SITE or OFF-SITE	REMOTE		
ON-CALL REQUIRED	No	OVERTIME (40+ hours)	possible
TRAVEL REQUIRED	No	EXPENSES REIMBURSED	N/A
ADDITIONAL NOTES			

PROJECT NAME	NDIT COVID projects
PROJECT DETAILS	The State of North Dakota is looking for a dynamic candidate to augment the State's Information Technology Department's business analyst and process improvement resource pool. The State, through the Information Technology Department is seeking business analysis and process improvement analyst with Theory of Constraint background to assist in meeting the increased demand and workload as a result of COVID-19 and CARES ACT funding. The efforts are estimated to go through December 31, 2020; however, may be extended based on CARES ACT funding deadlines. The ideal candidate should enjoys working with people in a collaborative environment, who can learn quickly in a rapidly changing technology landscape, and who embodies the North Dakota Information Technology core values of: Gratitude, Humility, Curiosity, and Courage.
JOB DESCRIPTION	Work involves serving as a process improvement analyst and a liaison between business users and the State's information technology department to elicit, analyze, document processes and communicate opportunities for process efficiencies, workflows and technologies solutions. Therefore, soft skill requirements include negotiation, facilitation, communication and organization skills. Work requires applying business analysis and/or process improvement principles, methodologies, standards, and best practices to identify business needs and determine solutions to business problems. Solutions may include software/systems development, process improvement, and/or organizational change. Collaborate with users to elicit, identify, define, prioritize, and document business processes and requirements, opportunities, and/or problems for new development projects, business process redesign, current business application enhancement, or current business problem/issue resolution.

| REQUIRED DEGREE | A bachelor's degree with a major in computer science, computer or management information systems, project management, business administration, or a closely related field, **and** six years of current and progressive related project management work experience that involved business process analysis, project plan development, group facilitation, and management of staff/resources; **or** a bachelor's degree with a major in another field and seven years of related |

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	work experience as described above. Experience may be substituted for the required degree on year-for year basis.
REQUIRED CERTIFICATION(S)	

REQUIRED SKILLS/EXPERIENCE	# YEARS
Experience working in state or public section environment, specifically with state's Medicaid and/or Economic Assistance agencies/programs.	
Theory of Constraints experience / certification	

Preference given to candidates with the below skills/experience. Must also meet minimum requirements.
Nationally recognized Professional Business Analysis certification such PMI PBA or IIBA CBAP
Working experience along with process improvement certification -LEAN, Six Sigma.
Experience serving in a Business Analyst or Process Improvement Analyst role on robotic automation efforts (RPA).