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## Information Technology Business Analyst I

POSTING NUMBER **24000**

DATE POSTED **September 18, 2023** APPLICATION DEADLINE **September 29, 2023**

DEPARTMENT Information Systems Division/Applications Section

SALARY Starting at \$5,416.67 per month. Generous benefit package is also available. Please click [here](#) for more information.

DESCRIPTION Performs routine (journey-level) business analysis and quality assurance. Work involves gathering, documenting, and analyzing user requirements; reviewing, assessing, and developing business processes; creating and validating user acceptance testing; assisting with post-implementation support of systems; assisting in design of effective user interfaces; establishing and maintaining client relationships; performing software and hardware testing and tracking defects; and providing support for the application development life cycle. Works under moderate supervision.

RESPONSIBILITIES Primary responsibilities for this position include:

- Collaborates with business experts, clients, and developers to gather, document, analyze, and verify user requirements and business processes to automate or improve existing and new applications.
- Collaborates with technical staff to define and apply application testing methodologies, including functional, integration, regression, load, performance, and security patch testing.
- Assists leadership on project development teams by driving quality processes and continuous improvement.
- Monitors the maintenance and enhancement of routine computer systems to ensure proper functionality.
- Participates in user acceptance testing and testing of new system functionality.
- May identify potential project risks and difficulties and may design strategies to mitigate or avoid them.
- Builds relationships with clients and maintains an understanding of client business processes.
- Applies agile testing practices as appropriate.



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- Ensures that testing validates business requirements and identifies existing or potential issues.
- Develops and documents quality assurance procedures and guidelines for adoption by the council.
- Maintains knowledge of current quality assurance best practices for agile projects.
- Stays informed about latest quality assurance trends and directions, especially those adopted by the council.
- Evaluates and recommends quality assurance-related tools and techniques for adoption by the council.
- Performs other duties as assigned.

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education

- Bachelor's degree in business administration, communications, computer science, education, government, or a related field.
- Experience with application development and testing, preferably using agile methods.
- Knowledge of legislative, accounting, human resources, or related business processes preferred.
- Experience in business analysis work preferred. Experience and education may be substituted for one another.

### Knowledge, Skills, and Abilities

- Understanding of the client business process.
- Skill in analyzing client business processes and recommending efficient solutions.
- Skill in effectively communicating technical information to a nontechnical audience.
- Skill in documenting and organizing complex information.
- Ability to create testing and quality assurance strategies for applications.
- Ability to develop acceptance tests.
- Ability to learn and apply accepted principles and techniques for gathering business requirements and translating them into testable acceptance criteria for business processes.
- Ability to provide clear, concise, and effective oral and written communication.
- Ability to work in a highly collaborative team environment using agile methods.
- Ability to work independently.
- Ability to maintain regular attendance.

# TEXAS LEGISLATIVE COUNCIL

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- Ability to maintain confidentiality of material and information.

## TO APPLY

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

### Email

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

### Fax

(512) 936-1064

### Mail

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**