



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Information Technology Business Analyst  
**Division:** Information Technology  
**Location:** Springfield  
**Salary:** Commensurate with experience

**Overview:** This is a professional level position that will be a link between the Illinois State Treasurer's Office stakeholders and Information Technology (IT). The Business Analyst's role will document and validate the needs of the stakeholders. The role will work in close communication with IT developers throughout the system development lifecycle (SDLC). The role is hands-on and delivers tools and solutions that enable ISTO stakeholders to meet their day-to-day goals. The Business Analyst will brainstorm, champion innovation, new processes and new technologies to form effective IT solutions to business problems.

**Duties and Responsibilities:**

- Gather, analyze, and document business requirements from stakeholders.
- Document business processes for key functions.
- Analyze business problems, take charge of stakeholders IT issues, identify solutions, and deliver results.
- Support testing of solutions, both internal IT systems testing and user acceptance testing.
- Works on multiple projects, occasionally as a project leader.
- Work closely and collaborate with IT and business teams to gather information and answer questions.
- Be both a leader and a team player who works alongside developers and stakeholders.
- Proactively research new technology to continually look for ways to improve the overall effectiveness of IT within the office.

**Specific Skills:**

- Develop stakeholder relationships by listening and understanding stakeholders.
- Keen on detail, well organized, with strong communication skills (verbal and written).
- Technical aptitude and skills. Willingness to be hands-on and to work on different technologies.
- Brings enthusiasm and passion for problem solving and deploying IT solutions.
- Motivated individual with strong prioritization and multitasking skills.
- Proficient with the Microsoft Office Suite (in particular Outlook, Word, PowerPoint, and Excel).
- Knowledge of all phases of the Software Development Life Cycle.
- Desire to learn, evolve and modernize the ISTO's IT systems and solutions.
- Team player that demonstrates flexibility, and the ability to integrate and work well with others.

**Education and Work Experience:** Bachelor's degree in Computer Science or any other related field; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Application Process:** Send completed application including letter of interest and resume via email to:

**Chief Operating Officer @ [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

State Capitol  
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Myers Building  
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