

## **IT Enterprise Business Analyst**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking an IT Enterprise Business Analyst to build upon their 50+ year leadership in housing finance.

### **Summary:**

The IT Enterprise Business Analyst has specialized knowledge of computer applications from both the business and technical perspectives. The individual can expertly apply business analyst methodologies to deliver complex solutions. Elicits intricate requirements for cross-department solutions while keeping the definition of scope and objectives within defined timeframes. The IT Enterprise Business Analyst translates strategy into operation. Examines long-term business needs for potential responses, examines solutions that are identified, review for scope with concentration on the effectiveness, feasibility, and risk. Participates in developing new business procedures, modify existing procedures to fit new business models. Coordinate solutions with vendor and business partners for application errors. Provides leadership within the Business Analyst Group, mentoring business analyst team with best practice methodologies.

### **Essential Functions:**

- Manage senior level conversations and collaboration with individuals responsible for authoritative decisions on assigned projects, with the ability to steer conflicts to programmatic solutions within scope of strategies defined.
- Assesses the business implications of the application of technology to the current and future business environment at an enterprise level.
- Responsible for business analysis tasks on complex projects, and/or coordinate tasks across IT teams
- Report on very complex data sets with the ability to define complex new data structure for reporting purpose and experienced with consolidating very complex existing data sets for reporting.
- Applies business strategy and goals by studying the business function, gathering information, and evaluating output requirements and formats.
- Develop/maintain process and data flow diagrams for associated projects.
- Ability to assess situations and determine proper action/solutions autonomously.
- Identifies, defines, and documents the transfiguration of business processes relevant to application upgrades and/or migrations.
- Produce matrix on trends in support of applications and provides feedback for adjustments in training and gaps in processes.
- Conduct risk assessments for projects.
- Organize meetings to discuss project goals and progress across multiple levels of in IT and the Business.
- Ensure system design, architecture and all technical and functional documentation is completed at the appropriate milestones and before the project is promoted to production.

- Implement and manage post production release support process including tracking of issues, problem management, RCA's, impact and ensuring SLA's are met.

**EDUCATION, EXPERIENCE and SKILLS REQUIREMENTS:**

- High school diploma or equivalent required; bachelor's degree preferred (especially in the computer science or engineering scope); Certification in project management preferred; Lean Six Sigma certification desired.
- 10-15 years of strong technical project management and leadership skills with managing multiple large scale projects concurrently and the matrixed teams involved with them. At least 5 of those years in the Program Manager role.
- Proven experience with managing large complex programs of work using industry standard project management methodologies.
- Strong budget and contract management skills including managing multiple vendors and budgets of at least \$10 million.
- Familiarity with IT standards such as SSAE SOC2, ISO 27001, PCI, HIPAA/HITECH, NIST, CSA/CCM, ITIL; familiarity with programming languages, software development methodologies, and working with functional and technical teams to drive to the right technical solution to solve the business problem.
- Advanced computer skills and in-depth knowledge of different operating systems, network administration and service desk administration; computer proficiency in programs such as SharePoint, Microsoft Office, and Microsoft Project (or similar Project Management tools).
- Strong written and verbal communication skills to coordinate and explain technical issues with team members and management; analytical and problem-solving skills to handle any issues that occur during project completion.
- Organization and time management skills to keep projects on track and within budget, excellent cross team resource planning and task scheduling skills.

Excellent benefits package, including 401(k); immediate vesting.

*Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.*

To apply, submit resume and to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=425359&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=425359&source=CC2&lang=en_US)

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