

Oregon State Legislature

Business Analyst

Job Description

Classification Title	IT Systems Analyst		
Job Code:		Job Family:	Legislative
Pay Grade	07	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	11/2025

GENERAL SUMMARY

Provides business analysis and consultation to legislative departments, supporting the development and optimization of business processes and information systems. Facilitates requirements gathering, process documentation, and solution recommendations to ensure effective legislative operations and technology alignment.

REPORTING RELATIONSHIPS

Reports to the Customer Engagement Leader.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Collaborates with legislative stakeholders to analyze data and analyze, document, and improve business processes and requirements.
2. Prepares written recommendations and presentations for management on business solutions, options, and risks.
3. Facilitates requirements gathering sessions and documents user needs for new or enhanced legislative systems.
4. Conducts feasibility studies and business impact analysis for proposed solutions.
5. Serves as a liaison between business units, IT teams, and external vendors to ensure solutions meet legislative needs.
6. Supports procurement processes, including Requests for Quotes (RFQ) and Requests for Proposals (RFP), as needed.
7. Develops and maintains business process documentation, functional specifications, and use cases.
8. Coordinates and supports user acceptance testing and system implementation activities.

9. Monitors project progress and ensures deliverables align with business requirements. Manages solution requests, user stories, and tracks progress in Azure DevOps.
10. Maintains knowledge of legislative business processes, core applications, and emerging technologies through ongoing professional development.
11. Interfaces with other state agencies and external organizations to share information and enhance the Legislature's operational effectiveness.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Legislative business processes and core legislative applications
 - Business analysis best practices and methodologies
 - Requirements gathering and documentation techniques
 - Project management principles (Agile, Waterfall, Hybrid)
 - Vendor and procurement/contract management
 - Information systems and organizational structures
- **Skill in:**
 - Written and verbal communication
 - Facilitating meetings and requirements sessions
 - Analytical thinking and problem-solving
 - Customer service and stakeholder engagement
 - Project coordination for minor projects
- **Ability to:**
 - Perform business process analysis and recommend technology solutions
 - Convey technical and business information to diverse audiences
 - Work independently with limited direction and oversight
 - Document and communicate user requirements to technical teams
 - Coordinate and support testing and implementation activities

MINIMUM JOB REQUIREMENTS

Bachelor's degree Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science, or any degree demonstrating the capacity for the knowledge and skills; and four (4) years of related experience in business analysis, preferably in a legislative or government environment.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment. Availability for positions in this class must match customer needs, requiring presence during regular business hours, plus occasional evenings, and weekends.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.