

**JOB ANNOUNCEMENT**  
**Posting Date May 19, 2017**  
**Legislative Research Commission**

**Systems Analyst**  
**Office of Computing and Information Technology**

The Legislative Research Commission is currently accepting applications for the position of **Systems Analyst**. The job duties and minimum requirements are as follows:

The job duties for the Systems Analyst position include, but are not limited to, the following:

- Work with LRC users to define and document business processes and application requirements.
- Communicate application requirements with software development staff
- Work with software developers and end users to ensure applications meet functional business requirements
- Develop and maintain timelines for project development
- Assist/ensure software developers document application development
- Develop and coordinate testing requirements between end users and development staff
- Assist end users with application issues
- Coordinate with Service and Support staff on the release of new applications and changes to existing systems.
- Maintain communication with OCIT managers on project status
- Prepare and coordinate end user training as needed.

**Minimum Qualifications:** Bachelor's degree in computer science or a related field.

Substitution: Experience in project management, business analysis and/or application development/support may substitute for the bachelor's degree on a year-for-year basis.

Ideal candidates should possess:

- Strong educational background preferably in the fields of computers.
- Proven working experience administering projects in the IT sector.
- Excellent verbal and written communication skills.
- Strong organization skills with an attention to detail and multi-tasking.
- Strong knowledge of Microsoft Office.
- Ability to define and document agency business functions, processes and workflows.
- Ability to act as a liaison between users, software developers and management in the analysis, design, configuration, testing and maintenance of LRC systems to ensure optimal operational performance.
- Ability to analyze the feasibility of, and develop requirements for, new systems and enhancements to existing systems to satisfy LRC business needs.

- Ability to document release notes and assist the software developers in reviewing user documentation of the application.
- Ability to conduct change impact analysis to assess the potential implications of changes.
- Ability to conduct Acceptance testing and System testing to ensure compliance with the functional requirement.
- Ability to assist the software developers by conducting system testing to ensure compliance with the functional requirements of the application(s).
- Ability to provide assistance to server and support team with expertise on features and functionalities of the application.
- Ability to work well under tight deadlines and under scrutiny.

The individual selected for this position must have a positive attitude, strong work ethic, attention to detail, and be public service oriented with the ability to maintain a good rapport with LRC staff, state employees, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** Applications for this position must be submitted by the close of business June 2, 2017.

All persons meeting the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter and current resume to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex, Room 104  
Frankfort, Kentucky 40601