**Job Title:** Legislative Budget Office (LBO) System Analyst I

**Job Grade Level:** 8

**Career Track:** First in a series of a two-track position (Levels 8 – 9)

**Date:** October 3, 2024

**Agency/Department:** Legislative Budget Office

**Reporting to:** Deputy Director, LBO

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**Primary Objective:** To coordinate a variety of priority information technology activities on behalf of the Legislative Budget Office (LBO), a professional, nonpartisan joint legislative office within the Minnesota Legislature. The primary objectives of the position are accomplished under the general supervision of the Legislative Budget Office Deputy Director.

This position provides business analytics, project management assistance, and support for the LBO as various technology needs are identified and systems are considered for development, enhancement, or retirement in alignment with the LBO business plan. This position works collaboratively with the LBO Coordinator to support a wide range of existing LBO technology. New development efforts may include data visualization, data modeling setup and support, work developing technology solutions in support of the Tax Expenditure Review Commission, the fiscal note and local impact note processes as well as documenting technical assistance reference material and creating business workflows to support systems of record for the LBO.

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## Responsibilities & Tasks:

1.  (50% of time) Serve as the Information Technology system analyst working in collaboration with other LBO team members to ensure uniform and consistent processes are followed for technology related needs of the LBO. *

    a.  Serve as the technical point of contact on behalf of the LBO in support of core organizational functions and business processes, including gathering and analyzing data in support of business cases, proposed projects, and systems requirements; documenting findings and proposing technical solutions to applications issues; and to perform related duties as assigned.

    b.  Analyze, organize and validate existing systems requirements for the Fiscal Notes Tracking System (FNTS). Research and present alternatives to the existing system in a systematic approach to plan, design, develop, test and launch efficient application investments.

c. Research and provide options for technology solutions in support of the Tax Expenditure Review Commission by working with the LBO team members and interested stakeholders to develop accessible web-based options to provide tax expenditure research data that includes the ability to sort, search, and report data utilizing aspects of data visualization reporting with data export options.

d. Research and provide options for technology solutions in support of the local impact note process by working with LBO team members as well as political subdivisions and agencies to coordinate the timely completion of local impact notes.

e. Maintain collaborative relationship with the LBO teams and key stakeholders including information technology staff and/consultants, LCC non-partisan legislative staff, Minnesota Management and Budget services staff, and state agency budget and fiscal notes staff.

f. Assist with various aspects of LBO information technology projects and project team staff and serve as a liaison to project team(s) in support of the existing technology and technology solutions to meet the needs of the LBO.

2. (15% of time) Work in collaboration with the LBO Coordinator, where primary and secondary point of contact will fluctuate during the legislative session and the interim for the following duties that have some aspect of technology in support of the overall operations of the LBO:

a. annually recommend amendments to the Fiscal Note Tracking System Agreement (FNTS) with MMB

b. developing document management and records retention protocols*

c. serving as the primary technical resource regarding FNTS for LBO staff*

d. ensuring the LBO website content is maintained and kept up-to-date*

e. Supporting maintenance of paper and electronic filing system*

f. Supporting LBO compliance with digital accessibility standards and best practices

3. (15% of time) Work in collaboration with the LBO Coordinator, where primary and secondary point of contact will fluctuate during the legislative session and the interim in supporting state agencies and legislative staff related to FNTS by: *

a. providing help desk support in response to end-user issues

b. developing methods to track system issues and resolutions

c. managing system access, including removing access when necessary

d. training system users

e. develop and provide an annual fiscal note policy and system training to individuals involved in the fiscal note process.

f.  communicating messages to system users

g.  managing unscheduled system outages and resolution of the outage

4.  (10% of time) Work in coordination with the LBO Coordinator to identify and implement FNTS improvements by working with Minnesota Management and Budget (MMB) when appropriate to:

a.  analyze and track system issues and limitations*

b.  convene the FNTS user group, comprised of legislative fiscal staff, agency staff, MMB and the LBO to identify and prioritize system improvements

c.  conduct user surveys

d.  work collaboratively to develop system functional requirements*

e.  test FNTS functionality to ensure it is operating as expected*

f.  pilot functionality*

g.  accept or reject enhancements to FNTS*

h.  maintain and update as needed the FNTS functional manual*

5.  (10% of time) Serve as effective member of the LBO team.

a.  Actively participate in team meetings. *

b.  Attend and complete required training.

c.  Other duties as assigned by the LBO Director or Deputy Director.

## Budget Responsibility:

This position does not have any direct budget responsibility.

## Supervisor Responsibility:

This position does not directly supervise staff. This position will work in a team environment conducting business analytical research to offer alternative technical solutions with a proposed schedule of deliverables to meet the objectives of the LBO. This position will work collaboratively with the LBO Coordinator in support of various aspects of technology as described above.

## Scope of Relationships:

1.  Contact with other legislative staff, including:

a.  Frequent and high level of interaction with information technology professionals in the LCC, Office of the Revisor of statutes, House and Senate.

b.  Non-partisan fiscal analysts, research staff and information technology staff in the House and Senate.

    c. LCC staff

    d. LBO staff

    e. Other legislative staff

2. Contact with various consultants working on LBO technology solutions.

3. Contact with information technology professionals at MMB.

4. Contact with various users of LBO applications including state agency fiscal staff.

## Working Conditions/Physical Demands:

Occasional long hours and periods of stress during the legislative session (January thru May).

## Appointment:

Benefit eligible, unclassified position

## Minimum Qualifications:

1. Education. Bachelor of Arts or Bachelor of Science Degree.

2. Experience.

    a. Two years working as a technology professional within state or local government or in a legislative non-partisan role. An advanced degree, or specialized information technology certification may be used to substitute for the experience requirement.

    b. Excellent analytical skills to analyze situations and/or data, interpret causes and identify solutions to a variety of system users

    c. Ability to work collaboratively in a team environment

    d. Non-partisan background and ability to act impartially, in a politically neutral manner.

## Desired Qualifications:

1. Direct experience with the information technology processes within the Legislative and the Executive Branch or an applicable public sector setting.

2. Advanced technical computer skills to support developing reports, creating presentations and accessible documents and the ability to develop clearly defined technical system requirements for IT developers.

3. Certified in business analytics and/or project management.

4. Knowledge and experience working within state government.

*All identified duties are essential under the Americans with Disabilities Act.