



## IT Business Analyst I

POSTING NUMBER **26008**

DATE POSTED	<b>January 20, 2026</b>	APPLICATION DEADLINE	<b>February 2, 2026</b>
DEPARTMENT	Information Systems Division/Applications Section		
SALARY	\$6,250.00 per month. Generous benefit package is also available. Please click <a href="#">here</a> for more information.		
DESCRIPTION	Performs routine (journey-level) business analysis and quality assurance. Work involves gathering, documenting, and analyzing user requirements; reviewing, assessing, and developing business processes; creating and validating user acceptance testing; assisting with post-implementation support of systems; assisting in design of effective user interfaces; establishing and maintaining client relationships; performing software and hardware testing and tracking defects; and providing support for the application development life cycle. Works under moderate supervision.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none"><li>• Collaborating with business experts, clients, and developers to gather, document, analyze, and verify user requirements and business processes to automate or improve existing and new applications.</li><li>• Collaborating with technical staff to define and apply application testing methodologies, including functional, integration, regression, load, performance, and security patch testing.</li><li>• Assisting leadership on project development teams by driving quality processes and continual improvement.</li><li>• Monitoring the maintenance and enhancement of routine computer systems to ensure proper functionality.</li><li>• Participating in user acceptance testing and testing of new system functionality.</li><li>• May identify potential project risks and difficulties and may design strategies to mitigate or avoid them.</li><li>• Building relationships with clients and maintaining an understanding of client business processes.</li><li>• Applying agile testing practices as appropriate.</li></ul>		

- Ensuring that testing validates business requirements and identifies existing or potential issues.
- Developing and documenting quality assurance procedures and guidelines for adoption by the council.
- Maintaining knowledge of current quality assurance best practices for agile projects.
- Staying informed about latest quality assurance trends and directions, especially those adopted by the council.
- Evaluating and recommending quality assurance-related tools and techniques for adoption by the council.
- Performing other duties as assigned.

## QUALIFICATIONS

Minimum qualifications for this position include:

### Experience and Education

- Bachelor's degree in business administration, communications, computer science, education, government, or a related field.
- Experience with application development and testing, preferably using agile methods.
- Knowledge of legislative, accounting, human resources, or related business processes preferred.
- Experience in business analysis work preferred. Experience and education may be substituted for one another.

### Knowledge, Skills, and Abilities

- Understanding of the client business process.
- Skill in analyzing client business processes and recommending efficient solutions.
- Skill in effectively communicating technical information to a nontechnical audience.
- Skill in documenting and organizing complex information.
- Ability to create testing and quality assurance strategies for applications.
- Ability to develop acceptance tests.
- Ability to learn and apply accepted principles and techniques for gathering business requirements and translating them into testable acceptance criteria for business processes.
- Ability to provide clear, concise, and effective oral and written communication.
- Ability to work in a highly collaborative team environment using agile methods.
- Ability to work independently.
- Ability to maintain regular attendance.
- Ability to maintain confidentiality of material and information.

## TO APPLY

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

**Email**

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

**Fax**

(512) 936-1064

**Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**