

CONNECTICUT HOUSING FINANCE AUTHORITY
BUSINESS SYSTEMS ANALYST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 999 West Street Rocky Hill, CT 06067
Hours: 7.50 hour days, 37.50 workweek
Closing Date: August 29, 2013

The Connecticut Housing Finance Authority is inviting applications for a full-time Business Systems Analyst position. The Business Systems Analyst will function as a business systems analyst and project manager for IT business solution products and software applications.

Examples of Duties: Responsible for developing and documenting standards, processes and policies for business systems, platforms and compliance/business requirements, creating project plans, and leading and coordinating all phases of project development, scheduling and communications from initial requirements through testing, training and roll-out. Track and analyze business unit trends and make appropriate recommendations that will positively impact the department as a functional expert on the specified application(s) and will be the sole point of contact between the business unit and Information Technology's Application Development staff.

Minimum Qualifications: Requires four (4) to six (6) years' experience with installation and management of business systems; including direct experience directing a medium to large scale project(s) through all phases of the project life cycle and managing multiple projects simultaneously. Experience in business analysis and process mapping and an ability to translate business requirements into technical specifications. Knowledge of database management, screen design and navigations, system interfaces, portal technology and system development tools; strong project management skills; excellent oral and written communication skills; knowledge of project management principles and practices. Requires demonstrated excellent skills with software tools including Microsoft Excel™, Microsoft Project™ and Microsoft Visual™ and other project tracking reporting tools.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and salary requirements to:

**CONNECTICUT HOUSING FINANCE AUTHORITY, HUMAN RESOURCES DEPARTMENT
999 WEST STREET, ROCKY HILL, CT 06067
CONFIDENTIAL FAX: (860)571-9409; OR
E-MAIL: HRJOBS@CHFA.ORG**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.