

**VERMONT JUDICIARY**  
**BUSINESS PROCESS ANALYST**

**Court:** NA

**Supervisor:** RIS

**Job Code:** 93080J

**Exempt/Non-exempt:** Non-Exempt

**Pay Grade:** 25

**Union Eligible:** Yes

**PURPOSE**

Advanced professional work serving as a consultative business partner to internal and external stakeholders on broad or complex business process issues. Work involves leading transformational and re-engineering business process improvement teams. This transition process ranges from evaluating current operations, identifying specific business process improvements and realizing these improvements through process change and as appropriate through the use of technology.

**ESSENTIAL JOB FUNCTIONS:**

- Collaborates with RIS management to identify opportunities across the organization to improve business processes across the business with the ultimate goal to improve product output quality and optimize value opportunities.
- Leads subproject teams to identify improvement opportunities; designs, documents, develops, models and implements improved work processes that are properly aligned with management goals. Includes change management, communications, and general management consulting activities to deliver improved organizational performance.
- Acts as technical and analytical lead in all process improvement activities, including Business Process Reengineering/Quality methods and tools. Responsible for the evaluation of current-state and design of future state processes to achieve business goals and streamline activities.
- Works with process performers to document/model current and future state workflow process.
- Performs analysis and design of process improvements: assesses process strengths and weaknesses utilizing analysis techniques and quality tools; establishes baselines.
- Coordinates with management to execute implementation plans to accomplish improvement project objectives.
- Researches industry trends, best practices and improvement opportunities from all sectors.
- Serves as a consultative business partner to staff groups on business process design patterns, principles and techniques to ensure functional ownership is established for continuous improvement.
- Assists programs and staff in learning and executing business analysis and project management techniques to determine appropriate changes and integration into a core system foundation for a sustainable long term operation.
- Provides support for business applications as needed.
- Performs other related duties as required.

**Knowledge, Skills and Abilities:**

- Expertise in project management, business process management, product development, and quality techniques, practices and tools.
- Expertise in change management.
- Knowledge of Lean related analysis techniques such as Kaizen and Six Sigma.
- Proficiency with business process management tools such as modeling and rule engines.
- Expertise in analysis of data, requirements, systems, business processes.
- Expertise in performance measurement.
- Ability to liaise with systems developers to ensure technology enhancements meet business requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

Bachelor's degree AND 4 years or more of work experience in the areas of business process improvement or development and implementation INCLUDING experience with one or more process reengineering systems, for example, but not limited to Lean, Kaizen or Six Sigma.

OR

Two years or more of full-time college coursework OR an associate's degree AND six years of work experience in the areas of business process improvement or development and implementation INCLUDING experience with one or more process reengineering systems, for example, but not limited to Lean, Kaizen or Six Sigma.

OR

Professional certification in Project Management, Business Process Management, or Quality Processes AND six (6) years or more of work experience in the areas of business process improvement or development and implementation INCLUDING experience with one or more process reengineering systems, for example, but not limited to Lean, Kaizen or Six Sigma.