



Job Code: 9470

Grade: 21

HCWR: N

Job Title

Business Analyst

Department

Project Management and Operational Excellence

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under direction, the Business Analyst works with the Project Management Review Board in gathering data and developing into useful format for business case analysis, developing business cases for new strategic projects, preparing financial proformas, and designing, implementing, and managing planned benefits monitoring of executed projects. Prepares data that will serve as foundation for process redesign or improvements and develops reporting mechanism showing outcomes. Focuses on projects that implement the strategic plan of CCH. Leverages available internal data and collects data from known industry sources. Works closely with team members during the pre-planning project phases to develop and document project requirements.

Typical Duties

- Evaluates business/project proposals, business processes, anticipating requirements, uncovering areas for improvement, and participates in developing solutions.
- Gathers, analyzes, and reports data trends. Documents and communicates results and shares recommendations.
- Leads ongoing reviews of business processes with various stakeholders. Develops a wide range of reports and optimization strategies.
- Performs an analysis of project requirements.
- Collaborates with project stakeholders on an ongoing basis.
- Establishes, communicates, and leads project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and manage project dependencies and critical pathways. Addresses and resolves issues and conflicts within the project team.
- Plans and tracks project timelines, milestones, and planned benefits or key performance indicators using appropriate tools.
- Analyzes and audits project outcomes/planned benefits and develop recommendations to address gaps.
- Manages changes in project scope, identifies potential crises, and devises contingency plans.
- Defines project success criteria and disseminate them to involved parties throughout project life cycle.
- Builds, develops, and grows any business relationships vital to the success of the project.
- Performs other duties as assigned.



Minimum Qualifications

- Bachelors' degree from an accredited college or university
- Two (2) years of experience utilizing business analytics tools and/or database management tools such as Vizient, Cerner, or SaaS
- Prior experience using SQL
- Proficiency utilizing Microsoft Office (PowerPoint, Word, Excel, and Outlook)
- Must be able to travel to work sites throughout Cook County

Preferred Qualifications

- Bachelors' degree in business or Computer Science degree or related field from an accredited college or university
- Prior experience in collecting external and internal information, creating in-dept analysis, and developing recommendations.
- Certified Associate in Project Management (CAPM) or Business Analyst.
- Certified Green Belt Six Sigma

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of project management techniques including experience with planning and tracking scope, time, and budget associated with the project.
- Knowledge of business operations and experience leading project teams.
- Knowledgeable of project phases, including budget not limited to the ability to provide the proper communication, deliverables and security required at each stage of the cycle.
- Developing project schedules, budgets, deliverables communications plans, risk logs, issue logs, status reports, and performance metrics from concept through completion of the project
- Excellent program development, management, and leadership skills.
- Excellent verbal and written communications skills including the ability to document requirements, designs, communication plans, project plans, project status, and issues to conduct meetings including formal presentations to management, sponsors, stakeholders, and project teams.
- Skilled in time management as it relates to situations that have competing priorities.
- Skilled in the use of project management tools
- Ability to work independently and simultaneously manage multiple complex projects at different phases.
- Ability to analyze and solve complex problems using a variety of research and analytical techniques.
- Ability to manage a variety of project teams, including project teams comprised of internal employees, vendors, consultants, and combinations thereof.
- Ability to calculate budget estimates necessary to evaluate costs.
- Ability to train by presenting concepts and demonstrating tasks.
- Ability to multi-task and meet deadlines in a fast paced and stressful environment.
- Ability to maintain a professional demeanor and composure when challenged.



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.