

HHS Technology Group is a software and solutions company serving the needs of government agencies and public programs. HHS Technology Group delivers purpose-built, modular software products, solutions, and integration services for modernization and operation of systems across a wide spectrum of health and human services.

Interested applicants can email resumes to Nikki.reid@hhstechgroup.com; or call (954) 560-6563

Nikki Reid, HHS Technology Group

An on-site Business Analyst (BA) is being sought to perform defining, analyzing and documenting requirements for the Montana Secretary of State (SOS), Election & Voter Services Division's TotalVote project. The goal of the TotalVote project is focused on completing the business design/requirements, configuring the application code, testing, data conversion, and conducting the user training necessary to replace the existing Statewide voter registration system and will deliver a unified voter registration and election management application integrated with numerous different election modules to manage and maintain elections and voters in the State of Montana.

Successful candidate will work closely with, and report to, the Elections and Voter Services Manager. The appointed elections Director will serve as the Project Executive. Work hours are projected at 40 hours per week or as necessary over the remainder of the project. The stated completion date for the TotalVote project is January 2020 although a later implementation date may be utilized, or portions of the system may be implemented at different times.

Background

The mission of the Secretary of State is to help commerce thrive, promote democracy, and to record history for future generations. The Election & Voter Services Division is subject to provisions of Montana Code Annotated Title 13, associated State laws, Federal regulations, and vital business process mandates. Contracted services are essential to ensure the project's success.

Objectives of this CEP:

1. Provide an on-site business analyst for the implementation voter registration system for the Secretary of State office and county election officials.
2. Analyze business requirements and develop solutions to complex data management processes
3. Conduct research into and propose technical solutions.
4. Responds promptly to requests for information and recommendations.
5. Acts as the key interface between users and the project manager gathering information, documenting processes and confirms the final documents with users.
6. Report to and take direction from project leadership.

Functions

Project Initiation and Planning

- Performs requirements analysis with a focus on adding value to the business by providing more detailed project objectives; business needs analysis; trade off analysis; requirements feasibility; risk analysis; and cost-benefit analysis.
- Acts as a business relationship manager responsible for the collection, analysis, review, documentation, and communication of business needs. Meet with decision makers, systems

owners, and end users to define business, financial, and operations requirements and systems goals, and identify and resolve system issues.

- Reviews and analyze the effectiveness and efficiency of existing systems/processes and develop strategies for improving or further leveraging these systems.
- Coordinates in-depth tests with users, including end-user reviews, for modified and new systems, and other post-implementation support. Design and document User Acceptance Test plans and scenarios.
- Assesses requirements feasibility by analyzing requirement risks and constraints and modifying requirements to mitigate identified risks.
- Performs enterprise analysis of systems/processes to determine the essential activities and needs of the system/program by identifying patterns, gaps and inconsistencies while defining the functional and supplementary characteristics of an acceptable solution.
- Expands or modifies the system/process to serve new purposes or improve work flow; references technological trends to suggest technical solutions to enhance the competitive edge of the business.
- Determines solutions which require a needs analysis, business requirements analysis, and feasibility analysis.

Project Execution, Monitoring and Control

- Researches federal and state regulations and ensures systems/processes comply.
- Produces regulatory documents that meet all requirements and produces professional level documents.

Knowledge, Skills and Abilities

- Communication
- Service Orientation
- Accountability
- Knowledge of principles and practices of information systems analysis, design, development, implementation, maintenance, and security related functions.
- Strong conceptual, analytical, and problem-solving ability.
- Excellent written and verbal communication skills.
- Ability to evaluate program requirements relative to processes and systems development; conduct research; exercise sound judgment in solving programs and make decisions where few precedents exist.
- Ability to manage varying deadlines and multiple projects; responding positively to changes in direction, priorities, responsibilities, or assignments.
- Ability to build trust and credibility in building working relationships.
- Ability to work in a team environment to achieve objectives.

Experience Requirements

1. Bachelor's Degree or higher, or equivalent work experience.
2. Knowledge of election processes and systems preferred
3. Expert knowledge of principles and practices of electronic data and information management systems and procedures.

4. Solid technical background, with understanding or hands-on experience in software development and web technologies.
5. Strong organizational skills including attention to detail and multi-tasking skills.
6. Experience with successful implementation of IT systems for State and Local Governments.

Job Overview: An on-site Business Analyst (BA) is being sought to perform defining, analyzing and documenting requirements for the Montana Secretary of State (SOS), Election & Voter Services Division's project. The goal of project is focused on completing the business design/requirements, configuring the application code, testing, data conversion, and conducting the user training necessary to replace the existing Statewide voter registration system with a unified voter registration and election management application integrated with numerous different election modules to manage and maintain elections and voters in the State of Montana.

HHS Technology Group is a software and solutions company serving the needs of government agencies and public programs. HHS Technology Group delivers purpose-built, modular software products, solutions, and integration services for modernization and operation of systems across a wide spectrum of health and human services programs including Medicaid, Medicare, Child Welfare, SNAP, TANF, and many more. Our products and solutions are designed and focused to support Financial Management, Provider Management, Case Management, Integrated Eligibility and Enrollment Management, and Systems Integration.

We create products that are applicable to multiple State Government interests and needs. All products we develop are designed to appeal to multiple States and meet CMS requirements and guidelines. Our Software, Discover Your Provider, is a Provider Management solution which encompasses software, integration, and related services to create web-based Provider Eligibility and Enrollment, Provider Management, and other applicable MITA business arenas, detailed in the MITA 3.0 Assessment and Roadmap.

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