Job Description

Job Title: IT Project Analyst

County: Shawnee

Req. No: 167533

Agency Name: Corporation Commission

Posting Type: External

Applications accepted through: DEC 22, 2010

Job Description:

The Kansas Corporation Commission (KCC) seeks a technically oriented individual with project management and process analysis skills. As a team player with superior interpersonal skills, the incumbent will interact with various levels of management, technical and administrative staff. Reporting to the IT Director, this position functions as a project coordinator for complex IT projects with high impact and high value to the KCC.

The successful candidate will support efforts to document KCC processes and model proposed improvements. This requires the ability to determine relationships between business processes, organizational structures, facilities, information technology and other resources. A significant element of this position is the expansion of the eStar application to automate Docket Management, Work Flow Management, Document Management and eFiling for the KCC and the entities it regulates.

The ability to coordinate and track deliverables, timelines, milestones, resources, requirements and constraints is essential.

Essential Functions of Job:

- Prepare ongoing daily, weekly, and monthly project schedules
- Act as liaison and/or interface to external vendors and KCC business units
- Maintain project files and workbook
- Review and monitor project schedules
- Coordinate stakeholder meetings
- Update and maintain Metric/SLA report

Knowledge and Abilities

- Good interpersonal skills with the ability to resolve issues and resource contentions, while working with large groups across multiple locations
- Possess excellent negotiation and problem solving skills
- Possess and demonstrate excellent communication skills, both oral and written

- Proficient in the use of Microsoft Project, deployment plans, project plans and management plans
- Proficient in the creation of MS Power Point, flowcharts and presentations
- Ability to effectively present information and respond to questions from groups of managers, employees, vendors and customers
- Ability to read, analyze, and interpret complex documents

Must possess a Kansas IT Project Management Methodology Certification or a traditional IT Project Management Methodology Certification or obtain certification within one year of employment. Some positions in this class series may require a secruity clearance at the time of appointment.

The following documents are required: Cover Letter, resume and transcripts.

- Mail: Kansas Corporation Commission, Attention: Sandra Rak, 1500 SW Arrowhead Road, Topeka, KS 66604
- personnel@kcc.ks.gov
- Fax: (785) 271-3219

For questions or additional information on this position: Contact Sandra Rak at 785-271-3136.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

Veterans Preference' Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager. Additional VPE information can be found at http://da.ks.gov/ps/aaa/recruitment/veterans.htm

The Kansas Corporation Commission is an Equal Opportunity Employer

Find out more about us at our web site

Class/Uncl	Full/Part Time:	Grade:	Hiring Rate:	Pay Frequency:
C	F	032	$25.68	Hourly