



## Job Description

### Business Analyst II/III - (2503592)

#### Position Information

Home to SXSW, Austin City Limits (ACL), and glorious natural springs and parks, Austin, Texas, is one of the fastest-growing areas in the United States, as well as the Live Music Capital of the World. Austin is the historic state capital of Texas and is the location of the Texas Department of Transportation Headquarters. TxDOT's Financial Management Division is seeking two Business Analysts. Come join our team at our beautiful, new Stassney campus in Austin, where you will enjoy covered employee parking, walking trails, on-site fitness center, coffee bar, and on-site cafeteria. We have a diverse workforce of over 13,000 employees statewide. If you want to build an exciting career, let's talk!

Please check out our [Stassney Campus!](#)

**Minimum Salary:** 61,184.00 **Maximum Salary:** 114,099.00

**Pay Basis** Yearly **FLSA Status:** Exempt

#### Work Locations:

6230 East Stassney Lane  
Austin 78744

#### Other Locations:

**Travel** Yes, 5 % of the Time

**Shift:** Day Job **Shift Details:** M-F 8:00am-5:00pm, 40 hours per week

**Location Flexibility:** Onsite

#### Benefits and Perks

At TxDOT, we value work-life balance and are committed to providing our employees with a comprehensive range of benefits and programs, including:

- Retirement Plans
- Alternative and/or Flexible Work Schedules
- Paid Leave and Holidays
- Health Premiums paid at 100% for Full-Time Employees
- On-the-Job Training
- Tuition Assistance Program
- Holistic Wellness Program with Leave Incentives
- Career Development and Advancement Opportunities
- Family-Friendly Policies and Programs

In 2024, TxDOT was recognized as a Best Place for Working Parents, and many of our offices statewide are also designated as Texas Mother-Friendly Worksites. These recognitions reflect our dedication to supporting families and promoting a healthy work-life balance.

For a complete list of our total compensation package please visit our website at: [Total Compensation Package](#)  
To view benefits available to all State of Texas employees visit: [Benefits at a Glance | ERS \(texas.gov\)](#)

#### Position Description

Performs highly advanced business analysis work by analyzing, developing, and improving financial reports, processes, and workflows to support the Finance Division and all its branches. Oversees the development, enhancement, and/or maintenance of information resources applications for the Department. Leverages a modern technology stack to deliver innovative solutions that enhance operational efficiency and data-driven decision-making. Will work as a contributor and collaborator with the Technical Services team within the Financial Management Division. Work requires regular contact with vendors, contractors, information providers, project managers, and Department management. Employees at this level are virtually self-supervised and assume direct accountability for the work product. This position reports to the Financial and Business Services Manager.

### **Essential Duties:**

#### **Business Analyst II -**

- Derive system and functional requirements from business needs and facilitate implementation
- Develop conceptual models for redesigning business processes
- Create project plans for executive information management projects
- Analyze diverse data repositories and design executive-level reports
- Test, validate, update, and enhance applications
- Compose progress/status reports and prepare presentations
- Plan and coordinate delivery of complex business and information analyses
- Monitor implementation processes and conduct follow-up for workshops
- Perform benchmark comparisons of business processes
- Stay informed on policies, procedures, and legislation impacting business areas
- Perform additional duties as assigned

#### **Business Analyst III -**

- Manage third-party vendor relationships and coordinate with implementation partners
- Coordinate upgrades and patches for Financial Management Division applications
- Create and maintain business requirement documents, SOPs, and training materials
- Develop and maintain Tableau reports, dashboards, and analytics tools
- Plan and coordinate delivery of complex business analyses and IT-based applications
- Develops complex queries for data analysis
- Support business and technical teams in process improvement
- Assist in testing, validating, and enhancing applications
- Perform additional duties as assigned

### **Minimum Qualifications:**

**Education:** Bachelor's Degree in Business Admin, Computer Science, Manage Info Systems, or related discipline. *Relevant work experience may be substituted for degree on a year per year basis.* [Substitutions for Minimum Qualifications](#)

#### **Experience:**

**Business Analyst II** - 3 years business-related analysis, technical system analysis and design, project management and/or support. (Experience can be satisfied by full time or prorated part time equivalent). *Related graduate level education may be substituted for experience on a year per year basis.*

**Business Analyst III** - 4 years business-related analysis, technical system analysis and design, project management and/or support. (Experience can be satisfied by full time or prorated part time equivalent). *Related graduate level education may be substituted for experience on a year per year basis.*

**Licenses and Certifications:** Valid driver's license.

### **Preferred Qualifications:**

- Undergraduate and/or advanced degrees are highly preferred

- Knowledge of project management, data analysis, and delivering information technology improvements

### **Competencies:**

- Methods, processes and tools used in the analysis of business processes and for the rapid development of software applications
- Systems development using analysis, design and documentation methodologies
- Facilitating groups using effective communications methods; contributing to and guiding groups in defining objectives, staying on task and reaching consensus; soliciting participation, challenging ideas and summarizing accomplishments and planned actions
- Expertise in data integration and ETL concepts and experience with connecting multiple data sources and ensuring data integrity
- Knowledge of accounting principles, cost analysis, forecasting, state-level financial reporting standards, budgeting, and compliance requirements
- Analyzing issues, facts and available information to develop logical solutions; researching inconsistencies of facts or data; drawing correct inferences from information and making recommendations that support business decisions
- Analyzing business, technical and managerial problems and developing, recommending and implementing effective solutions
- Maintaining effective working relationships with others
- Writing, reviewing and revising documents to include engineering notes, specifications, standards and procedures; composing correspondence and technical documents
- Planning and coordinating workshops, seminars and task force activities and developing and giving presentations
- Analyzing and organizing business and technical data. Determining business needs
- Using computers and applicable programs, applications and systems
- Shows integrity and ethical behavior, respects confidentiality, business ethics and organizational standards
- Exercises logic and reasoning to define problems, establish facts and draw valid conclusions; makes decisions that support business objectives and go

### **Physical Requirements and Working Conditions:**

- Sedentary work: Lift up to 10 lbs at a time and occasionally carry files/small tools
- Sitting - prolonged periods of time
- Repetitive Motion-substantial movements of the wrists, hands, and/or fingers
- Close Visual Acuity-work includes data/figures; view a computer screen; extensive reading

### **Conditions of Employment:**

Please read the [Standard Conditions of Employment \(TxDOT\)](#) for all positions.

- To be selected for and continue employment in this position, the selected incumbent must maintain the security or integrity of the agency's critical infrastructure and will be subject to regular assessments of criminal history and/or reviewed for connections to foreign adversaries.

**Job Information Technology**

**Schedule** Full-time

**Employee Status** Regular

**Job Type** Standard

**Job Level** Non-Management

**Posting Date** Dec 31, 2025 **Unposting Date:** Jan 14, 2026

**State Job Title/s:** IT Business Analyst II/IT Business Analyst III **State Job Code/s:** 0222/0223

**Military Occupational Specialty (MOS)**

TxDOT is committed to hiring veterans. To assist in determining whether your military experience may pertain to the minimum requirements for this position, Military Occupational Specialty (MOS) codes from each branch of the U.S. Armed Forces have been assigned to each state classification code/title where applicable. The MOS codes are grouped by occupational category.

To view the MOS codes please click on link below and click on the appropriate occupational category.

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

## **Applicant Information**

**The Texas Department of Transportation is an Equal Opportunity Employer.**

*If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Action of 1990.*

Please click this link to read the information for applicants: [Additional Applicant Information](#)

