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| Job Title: | Business Analyst | Job Code/ Req#: | JIRA BA/PM |
| Department/Group: | CO CDHS | Position Type: | Contract |
| Duration : | 04/28/2025 - 10/24/2025 | Date Posted: | 03/31/2025 |
| Expenses Allowed | No | Posting Expires: | 04/07/2025 |
| **Location :** | Hybrid**Address** 1575 Sherman St., Denver Denver, Colorado 80203-0000Candidate Must Be Local | **Quantity Requested :** | 1 |
| **Additional Location Details (City, State) :** | Hybrid work environment, must be in the office at 1575 Sherman St. on Wednesdays and Thursdays. Days are subject to change. | Send Resumes to : | resumes@taurusbiz.com |
| **Level/Salary Range :** | Max$75/hr on C2C |  |  |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**8**Time Zone**MST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 5:00PM Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description**CDHS is looking for an experienced Project Manager w/ Business Analyst skill set or Business Analyst with Project Management skill set. This position will primarily support the CDHS HR implementation of JIRA. This position will be responsible for a number of activities to support the CDHS Human Resources Team, CDHS BITS Manager, and the overall project team. This position will work closely with the JIRA Product Owner, who is responsible for development of the JIRA solution, and the HR Director. **Responsibilities for this project may include and are not limited to the following:** * Coordinate project management activities, resources, and information
* Break activities into doable actions and set time-frames for completion, manage a detailed project schedule
* Liaise with customers (Human Resources Team) to identify and define any missing requirements, scope, and objectives
* Manage project’s key client and stakeholder relationships
* Support system testing and all UAT activities, to include active participation in testing, development of templated materials, writing test cases, working directly with the developer to ensure issues have been fixed and retested to support a successful UAT
* Make sure that customers’ needs are met as project evolves
* Monitor project progress, keep excellent tracking documentation, and escalate issues that arise
* Communicate project status to identified stakeholders
* Support project team to eliminate blockers, and escalate to manager when necessary
* Create and maintain comprehensive project documentation, including updating current state workflow diagrams to the future state
* Support change management activities for the overall project
* Provide administrative support to projects including scheduling meetings, preparing agendas, taking minutes, and following up after Other project duties as assigned

**The ideal candidate will have the following:** * 3 or more years proven experience as a project manager
* Business analyst experience
* Experience with an JIRA software implementation
* Experience with Human Resources subject matter
* Ability to execute with limited information and ambiguity
* Ability to work independently, with minimal supervision and work effectively in a collaborative team environment while keeping the team informed
* Excellent listening, written and verbal communication skills, problem-solving, organization, conflict management, and time management skills
* Proven ability to quickly build and maintain relationships, and earn the trust of sponsors and key stakeholders
* The ability to prioritize and work in a rapidly changing, fast growth environment
* Willing and able to accept constructive criticism and handle conflicts
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| **Reviewed By:** | Swathi G | **Date:** | 03/31/2025 |
| **Approved By:** | Ram S | **Date:** | 03/31/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 03/31/2025 |