

Attention National Guard Members, Veterans and Transitioning Military:

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Search for Req #: 171717BR - Sr Business Analyst - Brentwood TN

This position is open until filled.

#### JOB DESCRIPTION:

This position is responsible for working with cross functional leadership to coordinate the development, enhancement, and execution of complex, high profile projects. The position will also be responsible for performing business process analysis, and documenting business requirements as well as current state and future state business processes to improve existing systems and operational processes. The Senior Business Analyst must demonstrate leadership skills in a team environment with hands-on business analysis and problem solving skills, strong communication skills, both written and verbal, a strong concentration in functional analysis, and experience in mentoring team members.

#### Essential Functions:

Partners with the internal and external clients to understand the work process or processes, business goals, etc. in order to document requirements. Identifies desired results and provides an understanding of the opportunity or problem.

Interact and develop working relationships with individuals throughout the organization to provide consultation and gap analyses ensuring optimal operational effectiveness.

Works closely with key stakeholders to develop a deep understanding of their business and needs to provide analysis and recommendations to project teams for utilization in strategic project planning.

Complete assigned tasks, ad hoc requests, projects in accordance with assigned timeframes and present analyses and findings to clients.

Serves as key liaison between cross functional teams to provide consultation and gap analyses ensuring optimal operational effectiveness.

Controls changes to the requirements documentation, and communicates with clients using data and process models to clarify and validate requirements.

Responsible for managing multiple projects including the development, implementation, and support for assigned projects.

Publishes, distributes and ensures sign-off of the Business Requirements Document and controls all changes through a formalized change request process.

Research and provide recommendations to project and client leadership on critical business decisions.

Supports organizational growth, goals, and sales opportunities through the facilitation of the performance guarantee process and/or other operational requested analyses or support.

Demonstrates leadership skills within the team and actively works to mentor other business analysts.

#### SUPERVISORY RESPONSIBILITIES:

This position may supervise other associates.

#### EDUCATION and/or EXPERIENCE

Experience using business analytical skills including facilitating requirement sessions and documenting activity workflows and business requirements.

Experience with having designed, implemented, and tested processes which involve numerous stages, and stakeholders.

Experience developing and presenting analyses to senior and executive level leadership.

Experience establishing & maintaining relationships with individuals at all levels of an organization.

Experience with project management (for example: planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives).

Advanced level skill in Microsoft Excel (for example: using VLOOKUP function, IF logic, printing centered page and/or creating a pivot table).

Advanced level skill in Microsoft PowerPoint (for example: changing picture styles, customizing animation and/or setting automatic slide timings).

#### Preferred Qualifications:

Bachelor's Degree and at least:

3 years' experience in a Health Care related field or;  
4 years' experience as a business analyst in another industry

Master's Degree and at least:

2 years' experience in a Health Care related field or  
3 years' experience as a business analyst in another industry

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Search for Req #: 171713BR - Human Resources Business Partner - Brentwood TN

This position is open until filled.

**JOB DESCRIPTION:**

The Human Resources Business Partner provides guidance and support to Operations leadership and Team members within the southern and western United States at Premise Health. This person partners with Talent Acquisition, Total Rewards and Talent Management and is responsible for implementing HR strategies and solutions to support business needs that drive business results.

**Essential Functions:**

Serve as broker of HR services to Operations leaders in the Southern and Western Regions.

Partner with Operations leaders to implement people strategies in support of key business objectives.

Builds effective working relationships with business leaders; able to influence leaders to support basic HR policies and programs.

Connects business challenges with appropriate HR solutions. Frames solutions within the context of business performance.

Identifies talent needed to drive business unit results, support talent development opportunities, and address performance issues affecting the outcomes of the business.

Works with Regional Vice Presidents of Operations to build workforce and talent planning to achieve key business strategies.

Identifies leadership and team development opportunities. Utilizes training & development resources to facilitate leadership/team development meetings.

Provides Change Management expertise to the business.

Drives the execution of Engagement initiatives, including championing engagement surveys, working with leaders on action planning and helping leaders connect strong team member engagement with related talent management activities.

Develops retention strategies to drive down turnover based on insights and HR Data analysis.

Demonstrates understanding of Premise Cultural Beliefs; provides leadership to reinforce cultural beliefs throughout the organization.

Collaborates with Employee Relations and Legal on grievance issues as required.

Up to 50% travel required.

#### SUPERVISORY RESPONSIBILITIES:

This position may supervise other associates.

#### EDUCATION and/or EXPERIENCE

Bachelors, Masters preferred

8+ years Human Resources Business Partnership experience required

Healthcare experience preferred Strong business-specific knowledge and financial services acumen, strategic thinking, coaching and organizational behavior/design/effectiveness skills

Relationship management skills

Experience successfully coaching and guiding business leadership

Proven experience in conflict resolution

Excellent interpersonal and listening skills

Ability to toggle between strategy and execution as needed

Critical thinking skills and responsive, proactive, consultative work style required