Job Description
Technology Risk Analyst(234957)

We are looking for big ideas ideas that can embrace multiple petabytes of vital information. That's how much data we manage and store at Kaiser Permanente. We're home to some other big ideas, like creating KP HealthConnect, the nation’s largest electronic medical record system, using social media and text messaging to help members engage in their own care, and developing predictive modeling tools that anticipate health issues before they're an issue. It’s the kind of thinking that’s shaping the future of technology, health care, and the lives of all of our members. If you’re ready to contribute your own big ideas, join us.

Description

The Technology Risk Analyst will provide a wide variety of analytical support to the Technology Risk Management Risk Portfolio Manager team, including but not limited to, documentation of processes, project task tracking, gathering risk metrics and creating dashboards and other duties as assigned.

Essential Functions:
• Assist to develop and maintain document library and other shared files and repositories as needed, such as SharePoint.
• Maintain internal Wiki sites and other job aids/tool kits.
• Prepare accurate presentations and reports from verbal and/or written directions.
• Ensures the request process is managed & tracked.
• Create and prepare reports regarding status and distributes to appropriate team members
• Conduct research on technology risk issues.
• Participate in meetings and assist in capturing minutes and distributing minutes and action items as needed.
• Use professional concepts and company policies to solve a wide range of difficult problems in imaginative and practical ways.
• Conducts workflow, process diagrams and gap analysis.
• Business and process improvement: Identifies opportunities for business or process improvement; makes associated recommendations as appropriate.
• Develops business cases with cost benefit dimensions of proposed work efforts to be used at management and executive levels for funding and scope decisions.
• Accountable for developing and coordinating collateral documents.
• Prepare data to support arguments or points in a presentation or a discussion to appeal to interest and level of others.
• Evaluate and recommend alternative operational efficiencies.
• Communicates and escalates issues in timely manner and to the right level of management.
• Work under limited direction. Plan schedule and arrange own activities in accomplishing objectives.
• Identify and document cross-functional functional requirements, workflows, information sources and distribution paths.
• May assist in planning project kickoff meetings and perform tactical activities, under the direction of more personnel.
• Participates in project meetings to document issues, action items, user requirements, or deliverables from project meetings.
• Identifies and tracks project issues, resolving issues where possible or escalating to more senior project team members when needed.
• May identify risks and participate in mitigation activities.
• Works under general supervision.
• Exercises limited discretion within defined boundaries.

Qualifications

Basic Qualifications:
• Bachelor's degree in a related field and/or 4 years of equivalent work experience.
• A minimum of 2 years of experience documenting functional requirements, analyzing business processes, and developing business cases to support IT solutions.
• Working knowledge of policies, practices and systems.
• Frequent use and general knowledge of industry practices, techniques, and standards.
• General application of concepts and principles.
• Full use and application of standard principles, theories, concepts, and techniques.

Preferred Qualifications:
• Total of 3-5 years, to include two or more years in a consulting role.
• Preferred PMP or CISA certification
• Associate's degree


External hires must pass a background check/drug screen. We are proud to be an equal opportunity/affirmative action employer.