



Louisiana Uniform Local Sales Tax Board Position Description

IT SYSTEMS ANALYST

\$45,000-\$90,000

Creation Date: May 2026

Change Date: Reformatted 5.14.2026

FUNCTION OF WORK:

The IT Systems Analyst is responsible for functionally directing and managing complex information technology software and website applications. The incumbent will act as the lead in the application of project management methodologies for a complex information technology systems and website applications. Supervision is received from and reports directly to the Executive Director.

LEVEL OF WORK:

Experienced

SUPERVISION RECEIVED:

Direct from the Executive Director with assigned supervisory responsibilities.

SUPERVISION EXERCISED:

May exercise functional supervision over multi-disciplined project teams; suggests changes to the team structure to better suit the needs of the organization and its applications.

LOCATION(S) OF WORK:

LA Uniform Local Sales Tax Board Baton Rouge office, on special assignment and/or remote/telecommute.

JOB DISTINCTIONS:

Differs from Tax Research Analyst, Board Audit Manager and Administrative Assistant by leading in the application of project and portfolio management methodologies for complex information technology projects and products.

EXAMPLES OF WORK:

BELOW IS A DESCRIPTION OF THE GENERAL RESPONSIBILITIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

- Performs program management duties for complex information technology projects by applying project management methodology software development, quality assurance, scope assessment, and risk assessment to ensure the successful implementation of the supported projects. Manages and assigns duties and tasks to project team(s) and other resources as required by the project work plan. Facilitates project role and project tasks with other stakeholder and vendor verticals. Meets with management and the board to coordinate successful project implementation. May exercise functional supervision over multidisciplined project teams; suggest changes to the team resources and structure to better suit the needs of the project and organization.
- Performs program and project management and administrative functions by establishing goals, project plans, objectives, and overall direction for the team. Conducts expectation meetings with resources and provides feedback. Meets with management of the LULSTB to enable efficient project needs processing various areas including legal, contractual, and fiscal. Evaluates progress toward organizational goals and objectives, reports progress to management and LULSTB stakeholders,
- Responds to budget requests, including projection requests, from LULSTB management. Assists with enhancing the project document library by identifying needs for templates and processes, developing resources, and reviewing documentation. These templates and processes include but are not limited to project initiation, requirement specifications, project plans and timelines, training guides, testing plans, scope definitions, communications, dashboards, and risk management.
- May review and recommend software products, tools, and training courses, as well as develop specifications and scope of work for resource requests.

PROFESSIONAL QUALIFICATION REQUIREMENTS:

- A baccalaureate degree plus three years of experience in information technology, program management, project management or business analysis.
- An associate degree in information technology will substitute for the baccalaureate degree.
- Two years of experience or training in information technology will substitute for the baccalaureate degree.
- Six years of full-time experience in any field may be substituted for the required baccalaureate degree.
- A baccalaureate degree with twenty-four semester hours in computer science, management information systems (MIS), quantitative business analysis-computer science, information systems and decision sciences, computer engineering, mathematics, telecommunication, or computer information systems will substitute for up to one year of required experience.
- A master's degree will substitute for up to one year of required experience.
- A certification in an approved area may be substituted for the education and/or experience requirements at the time of hire or promotion.

NOTE: Any college hours or degree must be from an accredited college or university.