



# Business Analyst

## Position Description

January 2026

<b>Division:</b> Information Systems	<b>Department:</b> Programming
<b>Classification:</b> Exempt	<b>Location:</b> Orlando, FL
<b>Application Deadline:</b> Open Until Filled	

## Position Summary

The Business Analyst is a highly analytical and detail-oriented professional with technical skills in coding, databases and report writing. In this role, the Business Analyst translates requirements into actionable solutions, building reports and dashboards while serving as the bridge between business stakeholders and technical teams. This role requires strong problem-solving skills, excellent communication, and the ability to think critically while ensuring business needs are met with efficient solutions.

The Business Analyst reports to the Director of Information Technology.

Performance is reviewed through observations, work performance, reports, and achievement of desired results.

## Skills And Qualifications

### Required:

- Associate's degree in information systems, Business Administration, Computer Science or related field.
- Three years of professional experience as a Business Analyst.
- Strong database knowledge with experience writing SQL queries and working with relational databases.
- Proficiency in Microsoft Power Platform (PowerApps, Power Automate, Power BI).
- Exceptional analytical and problem-solving skills with keen attention to detail.
- Excellent written and verbal communication skills with the ability to effectively engage with stakeholders at all levels, translating technical concepts into business-friendly terms.
- Ability to work in a collaborative team environment that spans multiple departments.
- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course.

### Preferred:

- Bachelor's degree in information systems, Business Administration, Computer Science or related field.
- Over four years of experience as a Business Analyst or similar role.
- Exposure to Data Visualization Tools and Business Intelligence tools beyond Power BI.
- Basic to intermediate coding experience (C#, .NET, Python, or JavaScript).
- Knowledge of API integration and automation frameworks.

- Prior work experience in a position with rapidly changing priorities and deadlines.
- Past position working with projects from conception to deployment with a high degree of accuracy and attention to detail.
- Knowledge of the Voter Focus application suite.
- Exposure to agile methodologies (Scrum, Kanban).

## Position Functions and Duties

- Partner with stakeholders to gather, document, and analyze business requirements.
- Translate business needs into functional specifications, workflows, and technical requirements
- Develop and maintain reports, dashboards and data models using appropriate and relevant tools.
- Write SQL queries and work with databases to extract, analyze and validate data.
- Conduct data analysis to identify trends, issues, and opportunities for process improvement.
- Support end-users by providing training, documentation, and ongoing technical assistance.
- Remain current on emerging technology that may benefit the SOE systems and users; participate in new development, enhancement, and maintenance of systems.
- Assist the Director of Information Technology with any special projects as directed.
- Ability to support and perform team members' duties as needed.
- Perform all other duties as assigned.

## Working Conditions

Much of the work is performed indoors, in an air-conditioned office seated at a desk facing a computer screen. Requires contact with management, co-workers, and other internal personnel of the SOE to provide support with systems administration tasks.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

## Special Equipment

Must possess working knowledge of office machines, equipment, and tools including, but not limited to multi-line phone system, computer, laptops, tablets, scanner, imaging systems, election tabulators, ePoll tablets, printer, facsimile machine, copier, calculator, and company vehicles.

# Physical And Mental Demands

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Grasping	Reading and Comprehending
Bending	Hand-Eye Coordination	Focus for Extended Periods
Lifting and/or carrying (20 to 30 lbs.)	Standing	Sitting
Pushing	Twisting	Repetitive Wrist Motion
Pulling	Walking	Mental Alertness
Crouching		Hearing
		Visual Acuity
		Decision-Making
		Oral Communication
		Driving

## DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter, or void all or any part of this position overview at any time, with or without notice.

## AT WILL STATEMENT

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## HOW TO APPLY

**Email applications to:** [recruiter@ocfelections.gov](mailto:recruiter@ocfelections.gov)

**Mail application to:** Orange County Supervisor of Elections  
Attention: Human Resources  
PO Box 562001  
Orlando, FL 32856