|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Business Anaylst 3 | Req No./Job Code: | 487431 |
| Department/Group: | Penndot | Rate/Hr: | 51.33 |
| Start Date: | 02/13/2017 | End Date: | 09/30/2017 |
| Submission Deadline: | 01/12/2017 | Work Location | Keystone Building, Downtown Harrisburg, PA |

|  |  |
| --- | --- |
| Special Notes: (if applicable) | Interview process should consist of a phone screen with the hiring manager followed by an in-person interview with the hiring manager |
| Summary | Business Analyst 3 - 7 plus years relevant experience and IIBA certification; 3+ years iOS mobile experience; experience and ability to work in an agile environment; outstanding written and verbal communication skills are a must have. |

|  |
| --- |
| Job Description |
| The Business Analyst is responsible for the set of tasks and techniques used to work as a liaison among stakeholders in order to understand the structure, policies, and operations of an organization, and to recommend solutions that enable the organization to achieve its goals.Role Description:• Experience conducting Facilitated Workshops for requirements analysis.• Experience creating workflows using formal notation such as the Business Process Modeling Notation (BPMN).• Knowledge of formal requirements gathering methodologies.• Experience developing Business Requirements - project initiation document, what the needed achievements will be, and the quality measures.• Experience developing Functional requirements - describe what the system, process, or product/service must do in order to fulfill the business requirements.• Experience developing User (stakeholder) requirements - are a very important part of the deliverables, the needs of the stakeholders will have to be correctly interpreted. This deliverable can also reflect how the product will be designed, developed, and define how test cases must be formulated.• Experience developing Quality-of-service (non-functional) requirements - requirements that do not perform a specific function for the business requirement but are needed to support the functionality. For example: performance, scalability, quality of service (QoS), security and usability.• Experience developing Report Specifications - define the purpose of a report, its justification, attributes and columns, owners and runtime parameters.• Experience developing Requirements Traceability Matrix - a cross matrix for recording the requirements through each stage of the requirements gathering process.• Strong organization and writing skills.• Experienced developing graphic representations of complex business processes.Interview process should consist of a phone screen with the hiring manager followed by an in-person interview with the hiring manager.Outstanding written and verbal communication skills are a must have as well as 3+ years iOS mobile experience. |

|  |  |
| --- | --- |
| **Summary Required Skills:** | |
| Experience using formal requirements gathering methodologies in an agile environment | 7 years |
| Experience developing business, functional, and non-functional requirements | 7 years |
| Experience developing Requirements Traceability Matrix | 7 years |
| IIBA-certified Business Analyst | Required |
| 4 year college degree or equivalent | Highly Desired |
| iOS mobile experience | 3 years |
| Excellent written and verbal communications skills | Required |