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| Job Title: | Business Analyst - BPMN | Req No./Job Code: | 490069 |
| Department/Group: | Dept of Human Services | Rate/Hr: | 62.94 |
| Start Date: | 02/13/2017 | End Date: | 06/30/2017 |
| Submission Deadline: | 02/06/2017 |  |  |

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| Special Notes: (if applicable) |  |

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| 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. |

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| **Summary of Required Skills (Must be reflected on Resume)** | |
| Experience using formal requirements gathering methodologies | 7 Years |
| Experience developing business, functional, and non-functional requirements | 7 Years |
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| IIBA Business Analyst Certification | Highly Desired |
| 4 year college degree or equivalent | Highly Desired |