

Senior Business Systems Analyst

Minimum Education Requirements:

Bachelor's degree in Information Systems or equivalent

Location:

OSSE – 1050 1st Street, NE Washington DC 20002

Short Description:

Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Candidate must have excellent communication skills, both oral and written.

Skills/Required Years of Experience:

Bachelor's degree in Information Systems (Required)

Client Relationship Management experience (Required 8 years)

Experience in documenting business process, requirements, and test scripts (Required 6 years)

Business process analysis and the ability to implement change (Required 8 years)

Experience with MS Project or other Project Management software (Required 5 years)

Understanding of the Software Development Life-Cycle (SDLC) mostly Agile (Required 5 years)

Experience with User Interface Designs for WEB applications (Required 8 years)

Experience with developing strategies and processes to improve overall business workflow (Required 4 years)

Experience developing develop System Requirements Specification (SRS) (Desired)

Complete Description:

The Office of the State Superintendent of Education (OSSE) is seeking a qualified Business System Analyst (BA) with knowledge and experience in the areas of business process engineering and education systems at the state education level. The BA must have experience with the development and deployment of .Net products as well as COTS implementations. The BA will lead focus group sessions with the business units to gather the requirements necessary to develop System Requirements Specification (SRS) resulting in the development of the SRS and use cases to be used by the development team construct systems to meet the business functional requirements. The BA will work with business units and report to the OCIO PMO Director. Working with the division of Early Learning to deliver a comprehensive multi component system.

Responsibilities:

1. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.
2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications.

3. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

Minimum Education/Certification Requirements:

Bachelor's degree in Information Technology or related field or equivalent experience; or a current Project Management Professional (PMP) Certification