

# Business Analyst

## POSITION SUMMARY:

The Business Analyst position will review and understand government information technology policy, analyze business and user needs, document requirements, and translate into proper system requirement specifications. They will develop or modify procedures to solve complex problems within information system and web applications; understand and apply enterprise architecture principles, computer security and privacy policy and regulation; and produce user documentation, administration guides, systems documentation and other documentation. The Business Analyst will also be a trainer on these systems, both in-person and via web conferencing tools.

As an onsite representative of the company, you must possess effective communication and interpersonal skills to build and maintain effective working relationships with the client. Quality documentation skills are a must.

Occasional travel between client sites is required. US Citizenship is a requirement for this position. Candidate may be subject to a security investigation and may need to meet eligibility requirements for access to classified information. Security clearances are a plus.

## QUALIFICATIONS:

**Education:** Bachelor's degree in Computer Science or a related field.

**Experience:** Ten (10) years of experience in analyzing government policy, business and user needs, requirements gathering and documentation of system requirements. The ideal candidate will have project and task management experience with deploying enterprise software applications. A Project Management Institute (PMI) Project Management Professional (PMP) certification is desired, but not required.

**Skills:** Position requires:

- Strong project and task management skills and experience
- Excellent technical, writing, and presentation skills
- Excellent verbal communication skills and promotes active listening
- Excellent organizational skills and attention to detail
- Excellent customer service skills
- Working knowledge of Microsoft Office
- Ability to multitask and prioritize
- Understands technical design specifications
- Understands basic Internet and Web architectures
- Defines test conditions
- Develops accurate and complete test plans
- Identifies and documents system deficiencies
- Understands how various issues affect each other and the outcome of projects

## APPLICATION INSTRUCTIONS

Please email your resume and cover letter which includes your salary requirements to:  
[careers@e-mcinc.com](mailto:careers@e-mcinc.com)

## **Business Analyst**

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must occasionally lift or move up to 25 pounds.

### **BENEFIT HIGHLIGHTS**

e-Management employs some of the most creative and expert minds in the information technology community. We come from a wide range of cultural, educational, and geographic backgrounds bringing with us different points of view that together, lead to highly developed and forward-looking solutions for e-Management and our clients.

Our benefits include competitive pay, immediate healthcare coverage, generous paid time off and holidays, life & income protection and 401(k).

### **POSITION SPECIFICATIONS**

Position Grade: TBD  
EEO Job Group: TBD  
FLSA Status: Exempt  
Department: DOE – EM / Task 4.7