

Senior Business Analyst

POSITION SUMMARY:

The Senior 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 and test scripts. They will develop or modify procedures to solve complex problems within information system and web applications (e.g. systems used for Risk Management). The candidate will need to have an extensive knowledge of cyber security practices and guidelines and be familiar with federal computer security and privacy policies and regulations. They will also be required to produce user documentation, administration guides, systems documentation, executive level product-presentations and other documentation.

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

Occasional travel between and/or to the client sites may be 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. Master Degree is preferred.

Experience: Seven (7) to ten (10) years of experience in analyzing government policy, business and user needs, requirements gathering and documentation of system requirements.

Skills: Position requires:

- 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
- Possessing working knowledge of HTML, SQL, and database design
- 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

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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.

POSITION SPECIFICATIONS

Position Grade: TBD
EEO Job Group: TBD
FLSA Status: Exempt
Department: Information Technology

e-Management is an **Equal Opportunity Employer** and participates in **E-Verify**.

This position may be considered a Testing Designated Position (TDP) under e-Management's Workplace Substance Abuse Policy and therefore may be subject to pre-employment drug testing for illegal drug use. All applicants will be required to consent to a pre-employment drug screening and may be subject to random testing thereafter.