

## **Ref: 905 BA**

### **Position Type:**

Business Analyst

### **Assignment/Scope of Work:**

The Client Agency's Information Technology Division (ITD) is seeking a Senior Business Analyst to work as a key member of delivery teams for application development projects. This analyst will be working primarily on Agile (Sprint) teams but should also be familiar with Waterfall methodologies and the System Development Life Cycle (SDLC). Responsibilities include analyzing problems; documenting business processes; developing requirements, user stories and acceptance criteria; and managing requirements traceability and testing.

Agency is a fast-paced organization with very high standards for work quality and efficiency. This position is expected to handle multiple projects, and remain flexible and productive, despite changing priorities and processes. Ongoing improvement is a part of the ITD culture, and each team member is expected to proactively contribute to process improvements.

#### **Responsibilities:**

- Work with the Product Owners to understand business processes and pain points
- Develop expertise in the customers' business applications
- Conduct Root Cause Analysis to identify system gaps and deficiencies that require a business, technical or blended approach for resolution
- Diagram current processes and proposed modifications using process flows, context diagrams and data flow diagrams
- Discover and document requirements and user stories with a focus on improving both business and technical processing
- Decompose requirements into Epics and Features and create clear and concise user stories that are easy to understand and implement by technical staff
- Utilize progressive elaboration; map stories to technical design specifications to be used by internal staff to develop the system modifications
- Identify and group related user stories into Themes, document the dependencies and associated business processes
- Assist Product Owner in maintaining the product backlog
- Create conceptual prototypes and mock-ups
- Propose alternative solutions that balance cost and benefit, and adequately test a solution's feasibility for business and technical compatibility
- Collaborate with staff, vendors, consultants, and contractors as they are engaged on tasks to formulate, detail and test potential and implemented solutions.
- Perform Quality Analyst functions such as defining test objectives, test plans and test cases, and executing test cases (including regression testing)
- Assist Product Owners with testing the deliverables and coordinate User Acceptance Testing

#### **Qualifications**

##### **Required:**

- The candidate must have a minimum of 10 years of experience delivering business and systems analysis artifacts.
- 5+ years of experience as an Agile Business Analyst; strong understanding of Scrum concepts and methodology
- Experience organizing and maintaining Product and Sprint backlogs
- Experience translating client and product strategy requirements into application requirements and user stories

- Proficient with defining acceptance criteria and managing acceptance process with development
- Experience with large, multi-module systems
- Expertise with Microsoft Office products (Word, Excel, Access, Outlook, Visio, PowerPoint, Project Server)
- Experience with Application Lifecycle management (ALM)
- The candidate must have exceptional written and oral communications skills and have the proven ability to work well with a diverse set of peers and customers

**Preferred:**

- CBAP and/or CSPO Certification
- Experience using Team Foundation Server for agile software development and work item tracking
- Experience with automated testing tools such as TestComplete

\*local candidates strongly preferred

\*interviews will be conducted via MS Teams or Google Meet.

\*candidates will telework now (after coming to office to pick up laptop). Once restrictions are lifted, candidates will be required to work onsite daily M-F 8-5pm, NO exceptions

**Timelines:**

Start Date: 05/24/2021

End Date: 06/30/2021 \*6/30 denotes end of fiscal year, extensions anticipated

**Scheduled Work Hours:**

Monday through Friday, 40 hours per week.

**Location:**

Richmond, VA

**Ideal candidate will have:**

Skill	Required / Desired	Amount of Experience
• The candidate must have a minimum of 10 years of experience delivering business and systems analysis artifacts.	Required	10 Years
• 5+ years experience as an Agile Business Analyst; strong understanding of Scrum concepts and methodology	Required	5 Years
• Experience organizing and maintaining Product and Sprint backlogs	Required	5 Years
• Experience translating client and product strategy requirements into application requirements and user stories	Required	5 Years
• Proficient with defining acceptance criteria and managing acceptance process with development	Required	5 Years
• Experience with large, multi-module systems	Required	5 Years
• Expertise with Microsoft Office products (Word, Excel, Access, Outlook, Visio, PowerPoint, Project Server)	Required	10 Years
• Experience with Application Lifecycle management (ALM)	Required	10 Years
• The candidate must have exceptional written and oral communications skills and have the proven ability to work well with a diverse set of peers	Required	10 Years
Experience developing test strategies, plans and scripts, conducting regression testing, documenting traceability, and managing UAT.	Required	10 Years
Experience developing automated test scripts in tools such as Test Complete	Highly desired	

**Questions:**

	Description
Question 1	Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	In what city/state does candidate reside?
Question 4	Is candidate willing and able to work onsite 100% at VDOT in Richmond, VA once the quarantine is lifted? At that time, there will be no more remote work, NO exception
Question 5	How soon after an offer can your candidate start?
Question 6	Has your candidate been submitted to VDOT BA reqs in the past? We need NEW candidates.

### **Criminal Background Check:**

This position requires a criminal history background check.

### **Contact Information:**

If you are interested in this position, please contact:

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