

JOB DESCRIPTION

Job Title:	Business Systems Analyst	Exemption Status:	Exempt
Reports To:	CTO	Department:	Business Development
Direct Reports:	None	Effective Date:	November 27, 2017

JOB SUMMARY:

The Business Systems Analyst will work with the project stakeholders to translate their requirements into something that developers can understand as well as translate the resulting questions that the developers have into something the stakeholders can understand. This is an interactive process throughout the project. An important part of this is the distillation of the differing messages of various stakeholders into a single consistent vision. In this respect the Business Systems Analyst will act as a knowledge integrator.

JOB SPECIFIC STANDARDS

Essential Functions

- Work with project stakeholders to identify, model and then document their requirements and business domain details
- Performs investigational analysis and evaluation to determine project or application feasibility
- Develop cost and benefit estimates to establish project worth, including the development of alternatives and recommendations
- Estimate resource and record management requirements and creates plans, timelines, milestones, user approvals, charts and reports for use in managing an assigned project
- Performs other duties as required

Secondary Responsibilities

- Explain technical/architectural complexities to project stakeholders
- Work with project stakeholders to identify, model and then document their requirements and business domain details
- Have a good understanding of the domain and take on a leadership role as the facilitator with the stakeholders and help coordinate the prioritization of the product backlog

SKILLS AND ABILITIES:

- Achievement-oriented, excellent computer, communication, analytical and problem solving skills, specializing in program management and process improvement
- Demonstrate experience with current systems analysis principles, methods, procedures, practices, tools and techniques and project management principles
- Ability to prioritize independently, multiple requests and system requirements to meet the organizational goals
- Be a motivating and inspiring leader

EDUCATION AND EXPERIENCE:

- BS/MBA preferred
- Background in healthcare IT and/or education domain preferred
- Approximately 1-2 years of experience in a similar role is required

PHYSICAL CAPABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the employee is frequently is required to sit and talk and hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus

ENVIRONMENTAL CONDITIONS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

Note: This Job Description may not describe all of the job responsibilities and standards assigned to this position. They may change upon review and at management's discretion.

Approved By:

CTO

Date

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