



OFFICE OF THE STATE AUDITOR

BUSINESS ANALYST

Posting Number 2015-37

SALARY RANGE (Grade 13): \$50,000.00 - \$75,000.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Business Analyst works as a liaison between OSA's business and IT units. The Business Analyst works closely with the OSA's technical, data analytic, and business units to perform analysis of business needs, effectively communicate and document requirements pertaining to various OSA applications, technologies and projects. The Business Analyst participates in all aspects of the Agile driven software development lifecycle and may provide assistance in project management, requirement gathering, quality testing, documentation, and user training.

SUPERVISION RECEIVED

Reports to the Assistant Director of Application Development.

SUPERVISION EXERCISED

Provides guidance to co-op students and interns as needed.

DUTIES AND RESPONSIBILITIES

- Document business process and business requirements of the customers in order to transfer knowledge to development team.
- Evaluate information gathered through workshops, surveys, and analysis in order to propose solutions or improvements to business, workflow, and process problems.
- Assist in the collection, consolidation, and support for information and data projects.
- Prepare accurate and detailed requirement specifications documents and user interface guides.
- Identify and recommend areas for improvement along with possible solutions.
- Communicate effectively with stakeholders and development teams to deliver the product's functional requirements.
- Prepare visual documentation such as storyboards, screen designs, process and data workflow diagrams.
- Assist in the design and execution of functional and data driven test scripts and test scenarios.
- Understand project plans and clearly articulate project goals, and timelines.
- Update project plans and SCRUM board.
- Serve as a resource to OSA user groups and assist with training where applicable.
- Share lessons learned and best practices across the enterprise.



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- Research and evaluate new products and technologies that are of interest to the IT department or OSA community.
- May also provide assistance to the IT Help Desk, including software support, software installation, technical support, as well as assistance to Network Operations.

MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree in technology, business, or related areas.
- A minimum of two years in a Business Analyst role.
- Advanced skills in MS Word, Outlook, Excel, and Visio.
- Understanding of software development lifecycle (SDLC).
- Ability to learn and use available reporting tools to provide management reports or perform problem analysis.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.

PREFERRED QUALIFICATIONS

Demonstrated experience and expertise in the following areas will also be important considerations:

- Familiarity with Software Development Lifecycle (SDLC).
- Familiarity with Agile/SCRUM methodology.
- Experience with MS Project.
- Experience with MS Access, SQL.
- Understanding of relational database management systems.
- Demonstrated ability to build effective relationships across diverse internal and external groups.
- High potential for strong and immediate contribution.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than December 3, 2015 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#), with your resume.



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