



DANCIK INTERNATIONAL

JOB DESCRIPTION

Job Title: Lead Business Analyst
Department: Operations
Immediate Supervisor: Operations Manager
EEO Job Code:

Job Function:

The Lead Business Analyst (BA) serves as a change agent to help our company improve the SDLC processes and mentor other business analysts. The Lead BA will also be responsible for translating business needs into requirements, workflows, and designs that can be utilized by development and QA staff to achieve product, business and customer goals. The Lead BA is required to have an in-depth understanding and knowledge of all of our products, in how they are installed, structured, and function.

Essential Duties and Responsibilities:

- Work with business users to document and re-engineer business processes.
- Provide training and mentoring for other business analysts.
- Communicate with the business users and/or functional team to identify, analyze, and translate business needs into functional specifications.
- Serve as the strategic interface between the users and internal Product Development, Quality Assurance and Project Management teams through the various phases.
- Design, create, and document process flows, technical requirements lists, specifications, diagrams, scenarios, mockups, and/or models for the development team.
- Understand, communicate, and manage user expectations.
- Work closely with developers to determine technical feasibility of new requests.
- Assess business risk, potential severity, probability and strategy.
- Work with Project Management and Product Development team to develop project cost estimates and resource plans.
- Review business and system requirement with stakeholders and obtain approval signatures to proceeding.
- Develop test scenarios, perform functional testing or oversee testing prior to delivery to business users.
- Collaborate with developers and Quality Assurance on test plans.
- Escalate issues or decisions that have cost or schedule impacts.
- Enforce established documentation guidelines and best practices.
- Conduct requirements knowledge transfer sessions with the technical and support teams in the organization.

Knowledge and Skills:

- Proven experience in leading and mentoring other team members.
- Strong experience with systems analysis and functional design as it relates specifically to screen mockups and site navigation.
- Experience working with an internal development team consisting of other Business Analysts, Software Architect, Software Engineers, and Quality Assurance Testers.
- Understanding of both client-server and web application development concepts.

- Ability to communicate effectively, verbally and in writing, with technical, business, and management staff.
- Excellent interpersonal skills with the ability to develop cohesive working relationships with internal and external clients.
- Superior project planning skills with the ability to handle large work load, facilitate the activities of dynamic workgroups, and multi-task in a demanding environment.
- Flexibility to adapt to change and willing to learn and develop new skill sets as applicable.
- Ability to work extended hours when needed to meet project deadlines.

Hiring Standards

Education: A Bachelors degree in Computer Science, Information Technology, or Business

Experience: Minimum of three (3) years experience in business analysis role in an IT environment.
 Minimum of one (1) year experience in business analysis lead role.
 Strong knowledge of and experience with all phases of the software development lifecycle, with an emphasis on requirements elicitation, specification documentation, and communication.

Travel: Travel up to 15% of the time.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics 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.