**CAI Contact**

Patricia Bowler

Phone:

Email ID:

**<Candidate Name>**

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| DocuSign eSignature forms and workflows, including experience customizing form behaviors using JavaScript. | Required | 5 |  |  |
| strong organization, administrative, analytical, problem solving and interpersonal skills | Required | 5 |  |  |
| self-motivated and able to develop rapport and positive working relationships with coworkers and the agency at large | Required | 5 |  |  |
| proficient in Organizational Change Management | Required | 5 |  |  |
| experience implementing cloud-hosted Software As A Service (SaaS) solutions | Required | 5 |  |  |
| understanding of business analysis concepts such as identifying and interpreting risk assessments | Required | 5 |  |  |
| able to produce requirement related artifacts such as test cases, requirements traceability matrix, business rules, interface requirements, use cases, | Required | 5 |  |  |
| able to produce requirement related artifacts such as activity diagrams, error validations and role based system profiles; | Required | 5 |  |  |
| able to manage security access and user profile management | Required | 5 |  |  |
| be able to work collaboratively with various groups within VSP and VSP vendors to ensure requirements are vetted and documented | Required | 5 |  |  |
| be able to analyze functional/nonfunctional system requirements; | Required | 5 |  |  |
| able to re-engineer business processes | Required | 5 |  |  |
| be able to identify how new applications and business processes will integrate with or replace existing business processes | Required | 5 |  |  |
| possess excellent communication skills in English and the ability to communicate with internal customers in nontechnical terms | Required | 5 |  |  |
| be proficient with Microsoft Products (Word, Excel, Visio, PowerPoint); be proficient in creating business and system requirements | Required | 5 |  |  |
| Candidates should highlight any experience working on criminal justice projects | Required | 5 |  |  |