**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 |
| experience as a criminal justice and/or law enforcement analyst | 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) solutionsu | 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 |  |  |
| Extensive knowledge of the Virginia criminal justice system and/or law enforcement is required. | Required | 5 |  |  |
| Extensive knowledge is computer systems is required, preferably computer systems used by criminal justice and/or law enforcement agencies. | Required | 5 |  |  |
| Experience as a business analyst is required. Excellent communications skills in English is required. | Required | 5 |  |  |
| be able to identify how new applications and business processes will integrate with or replace existing business processes | Required | 5 |  |  |
| have 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 |  |  |
| and be proficient in creating business and system requirements | Required | 5 |  |  |
| Knowledge of criminal history record processing is preferred. | Required | 5 |  |  |
| Experience writing and reading system test plans is preferred | Desired | 5 |  |  |
|  |  |  |  |  |