**IT STAFFING SERVICES SOLICITATION UNDER  
DEPARTMENT OF INFORMATION RESOURCES  
IT STAFF AUGMENTATION CONTRACT (ITSAC)**

**CANDIDATE REFERENCE**

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| Solicitation Number: 4552525362 | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| **Reference Name** (Required): |  | | |
| **Title:** |  | | |
| **Company Name** (Required): |  | | |
|  | |  | |
| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| --- | --- | --- | --- |
| **Reference Name** (Required)**:** |  | | |
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| **Company Name** (Required)**:** |  | | |
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| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION.**

**CANDIDATE QUALIFICATIONS**

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| Solicitation Number: 4552525362 | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements (skills/experience) will be displayed to customers but may not be chosen for this opportunity. | | | |
| Actual Years Experience | Years Experience Needed | Required/ Preferred | Skills/Experience |
|  | 8 | Required | Business analysis experience on software development projects including: the preparation of project related documentation. |
|  | 8 | Required | Strong interpersonal, collaborative, analytical, written/verbal/ presentation communication skills in English (specifically technical writing); and well versed with MS Office suite of products and prototyping/screen mock-up tools such as Visio, SnagIt, |
|  | 8 | Required | Hands-on requirements elicitation; client management and technical documentation including traceability, use cases, prototyping, and data modeling. |
|  | 8 | Required | Facilitating interactive sessions with business and cross functional teams. |
|  | 8 | Required | Strong analysis experience and expertise in assessing Production Support issues to determine Root Cause and document items needed for data or system correction. |
|  | 8 | Required | Developing/maintaining an understanding of key business drivers/impacts, assisting clients with identifying and solving business |
|  | 8 | Required | Facilitating analysis of business and functional requirements and design of technology specifications, working with business / functional personnel. |
|  | 8 | Required | Defining functional design and systems specifications; preparing/reviewing/delivering completed packages. |
|  | 8 | Required | Participating in and providing guidance to Business and Functional Units in developing and completing user acceptance testing, training, and implementation-related activities. |
|  | 4 | Preferred | Bachelor’s Degree in Computer Science, Business Administration or related discipline or equivalent work experience. |
|  | 1 | Preferred | Familiarity with mainframe environments; SQL; Salesforce environments; Remedyforce; Core Java / J2EE development environment, and relational databases. |
|  | 1 | Preferred | Experience with process improvement strategies and methodologies. |
|  | 1 | Preferred | Proven ability to lead change and design more efficient processes. |
|  | 1 | Preferred | Experience in Oil and Gas industry as well as general compliance and enforcement related projects as a Business Analyst. |
|  | 1 | Preferred | Proven ability to work compatibly within multifaceted teams; resolve conflict; and deal with challenging situations. |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 4552525362 | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| I hereby authorize **Innosoul, Inc. dba Innosoul Information Technologies, Inc.** to submit my resume in response to the temporary staffing Solicitation 4552525362 for **Railroad Commission of Texas**.  I understand that submission of my resume by multiple vendors may result in my disqualification from this opportunity. Customers reserve the right to hire a candidate submitted by multiple vendors.   Worker signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |