**IT STAFFING SERVICES SOLICITATION UNDER DEPARTMENT OF INFORMATION RESOURCES IT STAFF AUGMENTATION CONTRACT (ITSAC) RFO DIR-CPO-TMP-579**

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| Solicitation Reference Number:  455-25-26054 | Working Title: Business Analyst | Title/Level: Business Analyst 3 |
| Category: Applications/Software  Development | Full Time or Part  Time? Full Time |  |

**II.CANDIDATE SKILLS AND QUALIFICATIONS**

**Minimum Requirements:**

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| 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. | | | |
| Skill | Required | years req |  |
|  | 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, Adobe Illustrator, or Axure. |
|  | 8+ | Required | Hands-on requirements elicitation; client management and technical documentation including traceability, use cases, prototyping, and data modeling. |
|  | 8+ | Required | Strong analysis experience and expertise in assessing Productio n 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. |
|  |  | Preferred | Familiarity with mainframe environments; SQL; Salesforce environments; Remedyforce; Core Java / J2EE development environment, and relational databases. |
|  |  | Preferred | Experience with process improvement strategies and methodologies. |
|  |  | Preferred | Proven ability to lead change and design more efficient processes. |
|  |  | Preferred | Experience in Oil and Gas industry as well as general compliance and enforcement related projects as a Business Analyst. |
|  |  | Preferred | Proven ability to work compatibly within multifaceted teams;  resolve conflict; and deal with challenging situations. |
|  |  | Preferred | Bachelor’s Degree in Computer Science, Business Administration or related discipline or equivalent work experience. |
|  |  | Preferred | Proven ability to work compatibly within multifaceted teams; resolve conflict; and deal with challenging situations. |