

Job Description

Job Title: Business Analyst 2
Reports To: Lead – Applications Development
Department: IT Application Development
Division: Information Technology (IT)

Job Grade: IT05
FLSA Status: Exempt

SUMMARY: This position is responsible for all aspects of business rule development including initial definition and maintenance, ensuring business rules are properly communicated to development teams and confirming through testing that rules are appropriately implemented.

ESSENTIAL FUNCTIONS:

1. Identifies specific business requirements to support technical solution development.
2. Develops design documents to capture new and updated system requirements.
3. Models' business requirements through user stories, acceptance criteria, process flows and screen mock-ups.
4. Creates and reviews test cases as part of a Development Team to be used during user acceptance testing.
5. Prepares and executes test plans and records results to confirm product functionality meets business objectives.
6. Applies user acceptance testing with end users including the documentation of user feedback and communication of the feedback to the Application Development Project Teams.
7. Analyzes the impact of business change initiatives on application solutions.
8. Participates in the review and redesign of business and workflow processes.
9. Participate in the identification of problem areas and development of resolutions.
10. Leads and manages track issues, and risks, including a timely updates of issue/risk logs and maintenance of trackers and decision logs.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

<ul style="list-style-type: none"> • High school diploma or GED 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required
<ul style="list-style-type: none"> • Bachelor's degree in Business, Communications, Computer Science, or related field 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Direct relevant experience can be substituted for education (if applicable)

<ul style="list-style-type: none"> • 4 years of related experience in addition to the requirements in the Experience section below

Qualifications

<ul style="list-style-type: none"> • Strong multitasking skills 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Strong problem-solving skills with ability to deal with a variety of concrete variables in situations where only limited standardization exists 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> • Ability to learn new technical concepts to help 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

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deliver user-facing products	
<ul style="list-style-type: none"> Strong verbal and written communication skills along with the ability to collaborate with a diverse group of technical and non-technical teams 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> Strong customer service-oriented work approach towards internal and external customers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Experience

<ul style="list-style-type: none"> 2 years' experience in requirements gathering, analysis and design 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> 2 years' experience with SQL and Excel build-in formulas and functions in data extracting, analysis, processing, and manipulation. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> High degree of PC proficiency with intermediate to advanced knowledge of MS Windows operating system, Microsoft 365, MS PowerPoint, MS Visio, and Internet Web Browsers (e.g., Edge, Chrome) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> Demonstrated proficiency in the technologies listed in the skills matrix below 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none"> Experience with SQL and Excel build-in formulas and functions in data extracting, analysis, processing, and manipulation 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> Experience in process optimization 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> Experience working cross functionally with technical and business teams 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> Experience working within a pension system 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred

Certifications/Licenses

<ul style="list-style-type: none"> International Institute of Business Analysis (IIBA) 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> Entry Certificate in Business Analysis (ECBA) Certification 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> Professional in Business Analysis (PMI-PBA) 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred
<ul style="list-style-type: none"> Certified Business Analysis Professional (CBAP) 	<ul style="list-style-type: none"> <input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred

Skills

IT Business Analyst Skills Matrix	
Technology / Processes	
Interview and presentation skills	Required
Technical writing	Required
Agile Methodology	Preferred
Data Querying and Analytics Skills	Preferred
Enterprise Document Management System	Preferred
OO Analysis & Design	Preferred
Process Mapping/Redesign	Preferred
RDBMS/ SQL	Preferred

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UML	Preferred
User Stories, Acceptance Criteria and Test Script Development	Preferred
UX/UI design	Preferred
Version Control	Preferred
Workflow process designs	Preferred
XML	Preferred
Software	
Balsamiq	Preferred
Cherwell Service Management	Preferred
CollabNet	Preferred
EmVision 360	Preferred
OpsWise	Preferred
Smart Communications	Preferred

*Physical Requirements** (if applicable)

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***Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR**

DISCLAIMER: The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.

OPERS
Ohio Public Employees Retirement System