

digiChart
Job Description



Job Title: **Business Analyst**
Department: Product Development
Reports to: Director of Product Development
FLSA Status: Exempt
Date: 2/08/08

SUMMARY

The business analyst will document user requirements, procedures and problems to improve the existing software applications offered by digiChart, Inc. Additionally, they will help plan and coordinate new software applications and enhancements, including: analysis, design specifications, design documentation and work effort required. The candidate is required to remain knowledgeable of company operations and the applications we sell and support.

Detailed Job Description

Working as part of a cross functional team, the business analyst position is responsible for identifying and understanding the business problem to be solved, requirement gathering, definition refinement, systems analysis and documentation of product design for new products, or enhancements of existing products.

Creation of supporting internal/external documentation to ensure the utility and quality of the solution being developed being enhanced or newly developed are consistent with business needs/requirements and whose features are effectively communicated to internal and external users.

Duties and Responsibilities:

- Identify and understand the business problem and the impact of the proposed solution on the organization's operations
- Represent the business needs to the Information Technology teams
- Liaise with the business and systems development teams in development and refinement of business requirements.
- Produce functional specifications and related documentation sufficient for hand-off to development and quality assurance teams.
- Continue to work with all departments throughout project lifecycle to drive consensus agreement as to scope, timing, risk, resources, etc. and ensure timely delivery of scoped business requirements.
- Support cross-application service design, review and reuse
- Develop and maintain close working relationships with IT and business groups.
- Monitor feedback channels (defect/enhancement) to identify and assess action items.
- Define action plan to qualify action items and quantify requirements, options implications, etc.

Job Requirements:

- Creation and maintenance of business requirement specifications to include functional specifications and use case definitions.
- Ability to perform impact analysis on new and existing processes, procedures and integrations.
- Ability to work with collaborative partner requires strong written and verbal communication skills.
- Experience with UML 2.0 is a plus
- Health care experience preferred
- Six Sigma green belt a plus

Competencies:

- Strong analytical, conceptual and problem-solving skills.
- Strong verbal and written communication skills
- Hands on experience with Service Oriented Architecture, SQL a plus
- Proficient in Microsoft Office Suite
- Desired professional involvement Healthcare Information Technology
- Experience across the software development life-cycle, including deep domain experience in one or more of the following: requirements gathering/definition, architecture, development, test, QA, implementation, operations, post-implementation feedback loop.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned.

- Work independently or with little direction at times but also able to coordinate with team of analysts and developers on related projects.
- Analysis and documentation work for application development, preferably web applications.
- Working with end users, clients, and developers for application development in client server or web environments.
- Developing web applications delivered in the ASP model for small to medium size clients.
- Using and documenting "Use Cases."

Other Skills and Abilities

- Excellent written and verbal communications skills, including presentation skills, report writing.
- Effective technical skills including the use Visual Studio 2005/2008, SQL Server 2005 script deployment, IIS configuration, general understanding of Windows Server 2003, and other tools as necessary.
- An understanding of how APS.NET applications, Web Services and other applications are deployed.
- Ability to take initiative, maintain confidentiality, meet deadlines and work in a team environment.
- Ability to work in a high-pressure and results oriented environment.

- Prefer previous experience using Microsoft Team Foundation Server and Visual Studio to facilitate application and database builds.

Qualifications

To perform this job successfully, an individual must be able to perform each primary responsibility and essential duty satisfactorily. The requirements listed within this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A general knowledge of Microsoft Office, including Word, Excel, Project and PowerPoint.
- Work well with others: ability to work with various departments in the company in a collaborative fashion to increase customer satisfaction.
- Written Skills - Ability to read, analyze, and interpret written and verbal instruction.
- Language Skills: The candidate should be well spoken and be able to effectively communicate ideas and information to a wide range of individuals, including: clients, fellow team members, other departments within digiChart, Inc. and upper management.
- Ability to work with and even embrace ambiguity. The ideal candidate will be working within many areas of Product Development and may be asked on short notice to fill in on specific projects.

Individuals must possess and exhibit the following traits or characteristics when performing all aspects of the job:

- Honesty
- Integrity
- Teamwork
- Achievement
- Entrepreneurism
- Quality
- Respect

Educational and Professional Requirements

- Bachelor Degree in a related field or equivalent combination of education and experience is desired.
- Preferred that the chosen candidate have at least 1-2 years experience in managing the deployment of high-availability web based applications.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

None required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

Travel Requirements

This role may require occasional overnight travel to client sites, seminars, meetings training sites, or conventions. Travel is not anticipated to exceed 15%.