



Job Title: Senior Business Systems Analyst - IT
Reports to: IT Manager
Department: Information Technology (IT)

FLSA Status: Exempt
Grade: 16

Position Overview

The Senior Business Systems Analyst-IT (Snr. BSA-IT) will take ownership of complex business change initiatives and help IT management in estimating the efforts, scope, and dependencies. The Snr. BSA-IT will be responsible for collecting, consolidating, documenting, and hashing through business/operational, compliance, user requirements that are defined and owned by various department product owners. S/he will work seamlessly with functional business owners across multiple departments and guide IT management in estimating, scoping and execution planning for interrelated complex initiatives.

The Snr. BSA-IT will use his/her knowledge of the agile development workspace, project management skills and coordination responsibilities as a scrum master due to the highly collaborative nature of our work processes. This includes facilitation of daily scrum meetings, maintaining action items & issues lists and task management to ensure that plans are executing to completion.

Roles and Responsibilities

- Ability to effectively gather business requirements and communicate them both verbally and in writing to others.
- Responsible for taking the lead and management of multiple inter-related complex business initiatives
- Formulates, estimates, scoping and execution planning of business initiatives in partnership with IT Management on what to tackle and how to tackle them.
- Collaborate with customers, Software developers, Architects, to capture requirements.
- Translate and simplify requirements for optimizing execution and outcomes.
- Serve as a liaison between Operations and IT to assist or gather business requirements needed for system modifications, enhancement, and implementations
- Lead the business solution design sessions or product owners and present Business Solution Designs (BSD) and System workflows.
- Create and execute test plans (both manual and automated) based on business requirements for traceability and instruct test resources on proper procedures to ensure team compliance.
- Perform GAP analysis to determine if business requirements are being met
- Actively try to identify areas of improvement and conceptualize methods on how to be more efficient
- Guide Product Owner and the team write high-quality user stories explaining business problems and product concepts concisely.
- Use backlog tracking, burndown metrics, velocity, task definition, incremental delivery and metrics to ensure that initiatives are making progress as planned and if they are at risk; determine when to involve management.

- Use knowledge of common Agile practices, service-oriented environments, and better development Scrum and Kanban practices to determine project status and risk.
- Assist others in estimating task effort and dependencies.
- Provide routine project status to the IT Manager.
- Other duties as required.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- A Bachelor's degree in Computer Science or like major or equivalent work experience
- 6+ years' experience as a BA or BSA required
- **A Minimum of 3 years of working experience with JIRA is required.**
- **A Minimum of 3 Years' experience working in an agile environment.**
- Experience in HealthCare domain
- Scrum Master experience is a plus.
- SAFe® Agilest or PSM certification is a big plus.
- Excellent knowledge of Software Development Lifecycle
- Excellent written and verbal communication and organizational
- Excellent attention to detail
- Flexibility to adjust to multiple demands, shifting priorities, ambiguity, and rapid change
- Ability to escalate accurately and in a timely and efficient manner
- Ability to work in a team environment and client interfacing skills

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 sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may have to operate business machines and lift up to 10 lbs.

Work Environment: This is an in-office role in which the noise level in the work environment is usually low to moderate. It requires fast-paced deadlines and has high stress at times. Occasional travel required.

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