

**JOB TITLE:** Business Analyst

**SUMMARY:**

Provides in-depth review and analysis of business systems and processes in order to develop requirements for systems and processes. Effectively communicates background and requirements to ensure a common, clear understanding among business and technical stakeholders.

**RESPONSIBILITIES AND DUTIES:**

- ❖ Coordinates with a wide variety of stakeholders (clients, managers, partners, etc.) to assess business issues, gather and define requirements, and write effective and detailed business and/or user requirements. Writes use cases associated with user requirements when necessary.
- ❖ Effectively translates business needs into written requirements that will be used by systems development staff to create technical designs and programming specifications; assists with design and review of specifications as necessary.
- ❖ Identifies and assists with implementation of business/IT solutions; may assist with testing of applications.
- ❖ Defines new data requirements and creates reports to support the requirements.
- ❖ Adheres to systems development lifecycle processes, templates, and deadlines defined and required by each project or contract.
- ❖ Becomes knowledgeable about requirements and the associated business processes around the in order to answer questions that may arise around the requirements, rationale, and need.
- ❖ Employs various methods, including user interviews, Business Owner interviews, and Joint Application Development (JAD) sessions, to capture and validate core business requirements.
- ❖ Applies changes, updates, and corrections to requirements or other products as needed.
- ❖ Performs other duties as assigned by manager.

**QUALIFICATIONS:**

- ❖ 4-year (Bachelor's) degree preferred; however, directly applicable work experience will be considered for equivalency.
- ❖ 5+ years of applicable experience.
- ❖ Ability to work in a virtual environment.
- ❖ Technical writing skills.
- ❖ Proficient in most MS Office Software.
- ❖ Versatility, flexibility, and willingness to work within constant changing priorities.
- ❖ Strong interpersonal skills.
- ❖ Ability to communicate effectively with business and technical teams.

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