Treinen Business Analyst
Required Qualifications, Experience and Skills

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Overview

We are seeking a Business Analyst to join our team in the Olympia area. This person will be responsible for:

- Business and functional analysis.
- Elicitation and documentation of requirements and specifications.
- Distilling the above into relevant use cases and/or user stories, workflow, screen designs, data diagrams, business guidance and other products.

This role is responsible for anticipating needs in relation to business processes/activities across teams to help determine priority and timing for solution delivery. The successful candidate will apply both business and IT knowledge and experience while working closely with business stakeholders and domain experts, project managers, software engineers, end-users and testers to guide solution recommendations. The individual will also:

- Ensure tracking of business requirements from project inception through release.
- Raise key issues and risks to delivery throughout the process.
- Suggest business improvements based on best practices.

Responsibilities

- Develop a deep understanding of customers, their work environment and strategic goals to identify their business challenges and provide a thoughtful partnership to define solution options.
- Build positive, constructive partnering relationships with key stakeholder groups, including senior leaders.
- Lead business process modeling, process design and requirements working sessions with business stakeholders, domain experts and users to define and document business cases, scope, process and policy inventories, and high-level and detailed business and non-functional requirements.
- Evaluate existing business systems in collaboration with subject matter experts (both business and technical) to determine changes and enhancements required to meet business needs.
- Define user stories, use cases and associated process-related requirements and document them in a digestible and actionable format.
- Facilitate user-experience prototyping to validate requirements.
- Work collaboratively in the design, development and testing of solutions.
- Resolve conflicts between business requirements and technical and practical constraints.

- Ensure traceability of requirements to confirm that functional requirements and technical designs map to business requirements.
- Partner with other project team members to build solutions to deliver business goals.
- Document change requests and coordinate business and technical review.
- Test business processes as they are developed, integrated and released, and document issues.
- Recognize and track business issues and decision conflicts, escalate as appropriate and coordinate resolution.
- Support project and sustainment release transition into production.
- Collaborate with the Project Manager to track work process and identify risks and impediments to project timeline.

Required Qualifications

- Minimum of eight years of relevant professional experience as a Business Analyst, Data Analyst, or equivalent in a software development environment.
- Advanced analytic thinking, research mindset and problem-solving skills, with the ability to frame problems, structure analysis, summarize findings and present coherent conclusions and insights.
- Demonstrated experience writing business requirements and functional specifications for complex systems.
- Advanced interviewing and negotiation skills applicable to identifying, defining and evaluating requirements.
- Demonstrated intermediate to advanced experience with business process re-engineering and business modeling concepts.
- Strong operational business understanding, including potential impact of business decisions on various internal/external stakeholders and systems.
- Experience diving into quantitative information with an eye for details.
- Experience with Agile and Waterfall software development practices, teams and deliverables.
- Excellent written and verbal communication skills.
- Excellent Microsoft Office/Computer skills, especially Excel.
- Ability to self-start and meet the demands of multiple projects and deadlines effectively with little or no supervision.
- Strong work ethic with demonstrated attention to detail, and excellent time management and organizational skills.
- Strong sense of customer service.

Preferred Qualifications

- Bachelor's degree in Business Administration, Computer Information Systems, Engineering, Operations Research, or other business/analytical disciplines.
- Experience in Lean UX, Design Thinking, and/or Human Centered Design.
- Intermediate data analysis skills.

- Intermediate level experience with systems integration projects.
- Certification in business analysis from a recognized body, such as the International Institute of Business Analysis or the Project Management Institute.
- Certification in Scrum or Agile from a recognized body, such as the Scrum Alliance or Agile Alliance.

Treinen Associates, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.