

## ***Information Systems Analyst***

### ***Position Summary:***

Under general direction, applies industry standards and best practices to understand, evaluate, functionally decompose, and communicate the Federation's changing needs to teams tasked with developing leading-edge Information Systems.

### ***Position Functions:***

- a. Using the predefined project description as a framework the analyst interacts with end-users to gather requirements and captures the result in format that easily accessible to all stakeholders.
- b. Works with Development teams to design technically sound and well-integrated application systems in accordance with customer requirements, and the Federation's methodologies and standards.
- c. Communicates the project requirements, in writing using Federations templates and tools to make sure that the development team has sufficient detail for the software development and quality assurance work to be completed on budget and on time.
- d. Helps quality assurance personnel in the development test plans by providing clarification to requirements.
- e. Assists as needed in the quality assurance process.
- f. Maintains a professional approach when dealing with the membership, public and staff, and utilizes discretion and good professional judgment when answering questions.
- g. Supports the Federation's philosophy, character, style, standards, and procedures. Maintains the Federation standard of excellence and professionalism.
- h. Exercises confidentiality with Federation information in accordance with Federation policy.

### ***Position Requirements:***

*Education:* Bachelor's Degree in Information Management or a related field.

*Experience:* At least three years' experience in software analysis. Experience in designing, using and maintaining web based and client server application systems is preferred.

#### ***Knowledge, Skills and Abilities:***

Possesses excellent oral and written communication and negotiating skills. Able to functionally decompose large tasks into small steps. Advanced proficiency in the use of Microsoft Office applications. Able to separate problems into components, and recognize underlying patterns. Demonstrated orientation to end-user thinking. Self-motivated individual who is organized, responsible, cost conscious, resourceful and responsive.

- Ability to establish and maintain effective working relationships with coworkers
- Knowledge of the software development life cycle is a plus
- Knowledge and experience of working in an agile environment is a plus
  - Quickly grasps high-level requirements from a project kick off meeting.
  - Able to drive work break down of these requirements in the form of user stories
  - Able to discern implicit requirements espoused by business sponsors, capture them and translate them into user stories
  - Skilled in asking the right question that lead to capturing relevant requirements (the ability to go beyond the obvious)

- Skilled at envisioning multiple real-life scenarios given a high level requirement
- Understands how to iteratively gather requirements that are needed for a given sprint and capture the details of a user story to a level of granularity (more detail than one captured during project kick off meeting) that is appropriate for programmers to start working on them.
- Ability to do mockup using Visio or other tools in an effort to effectively communicate requirement to both business and the development team.
- Mindset of wanting to learn more and acquire skills on an ongoing basis both from peers and experts in the field is a plus.
- Hands-on technical experience is a plus

***Working Conditions:***

Overtime expected during outstanding and/or time-sensitive projects.

Office environment - all office equipment provided.