

**POSITION DESCRIPTION**

**JOB TITLE:** Software Business Analyst /Business System Analyst  
**DEPARTMENT:** Development  
**REPORTS TO:** Software Product Manager  
**LOCATION:** San Diego

**SUMMARY:**SharePoint360 is currently seeking a Business Analyst. The successful candidate will, under general direction, conduct business and systems analysis, manage feature scope, lead software and process design changes, and generate application documentation. Business Analyst will work directly work with clients to gather requirements, and be the technical liaison between the software development team and the business customers. The business Analyst will work closely with our Software Program Manager in assisting in project direction and requirements gathering.

**ESSENTIAL ACCOUNTABILITIES:**

- Lead business and technical analysis sessions to support new development efforts to meet current and projected business needs
- Quickly understands the business issues and data challenges of client's organization and industry
- Provide expertise on the systems capabilities/limitations as it relates to business goals
- Prepare impact and opportunity assessments regarding the cost/benefit of proposed projects
- Align stakeholders on business requirements, system requirements, program functions and strategy.
- Prepare use cases and formal requirements documentation
- Drive the implementation of technology and process solutions from concept to completion
- Provide analysis and support for the project management, application development, and QA teams throughout the development lifecycle
- Assist/Author in the development of test plans
- Assist/Author in the development of training and/or technical documentation
- Act as liaison between the Technology department and other business units.
- Communicates needed changes to development and consulting teams
- Assists in enforcement of project deadlines and schedules

**SECONDARY ACCOUNTABILITIES:**

- Delivers informative, well-organized presentations
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Must have excellent and effective oral and written English communication skills to speak with both technical and non-technical personnel
- Must have at least 5 years of Business Analysis experience

- Must be detail oriented
- Ability to work in a fast pace environment and work on multiple projects at once
- Must have solid interviewing and elicitation skills
- Solid understanding of the requirements engineering process and discipline
- Solid understanding of Software Development Life Cycles, user interface/interaction design in as applicable to enterprise software and web-based applications
- Ability to decompose broad strategic initiatives to tactical execution plans and artifacts
- Experience in documenting business requirements, use cases, activity diagrams, UML& Structured Analysis
- Familiarize with cutting edge technologies and applications like Web Base Applications, SharePoint, Mobile devices, SQL, Buisnessintelligeneces reporting and dashboards, etc
- Experience in developing training materials and in training end users
- Experience collaborating with remote/satellite teams a plus
- Experience with Agile Software development techniques a plus
- 4 year bachelor degree (e.g. Engineering, Computer Science, Business) or equivalent experience a PLUS
- Work well independently and in a team, organized, analytical, and good decision making and issue resolution skills
- Understand how to communicate difficult/sensitive information tactfully
- Strong customer service orientation

**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 regularly required to stand, walk, sit and talk or hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to use a computer keyboard, mouse and screwdriver. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing 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 will work in a typical office environment and is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate.

***By signing below, I acknowledge that I have read and understand the position description and accept responsibility for meeting the demands of the job. It is further recognized that the duties and responsibilities of my position may change over time and that the positon description will be reviewed on a periodic basis.***

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date