



BRA/EDIC EMPLOYMENT OPPORTUNITY

TITLE: BUSINESS ANALYST/PROJECT MANAGER

JOB POSTING: # 26-13

EMPLOYMENT STATUS: EDIC Employee

POSTING DATE: 11/1/13

DIVISION/DEPT: DIRECTORS OFFICE/MIS

RE-POSTED: 1/7/14

(Search Re-opened)

**This job posting will remain posted for 10 working days before a hiring recommendation can be made*.*

SUMMARY: The BRA is seeking an energetic individual who is motivated to help us transform the way technology is used within the organization. Under the direction of the CIO, the Business Analyst/ Project Manager is responsible for conducting business process and requirements analysis, solution assessments, and cost/benefit analyses in an effort to align information technology solutions with the mission of the organization.

- Work with business users and technical staff to elicit and gather requirements. Analyze and document requirements including functional specifications to ensure consistency and a common understanding across the stakeholder groups.
- Validate milestone and final software implementations based on design and requirements.
- Maintain and execute regression test plans across business systems.
- Work with the architectural and development team members to create project plans and project timelines.
- Communicate verbally and in writing with technical and non-technical stakeholders.
- Organize user acceptance testing; ensure sufficient business-user testing of new systems or extensions to existing systems prior to deployment.
- Act as a liaison between technology/business stakeholders and senior level managers on project status, issues and risks.
- Create business process diagrams, functional and technical requirement documents, software test plans, end-user training materials, and project plans
- Prepare status reports, and other summary or project reports as required or requested
- A solid understanding of the software development life cycle (SDLC)

QUALIFICATIONS:

- Bachelor's Degree in Business, IT, MIS or related field
- 5+ years experience serving as a Business Analyst /Project Manager
- PMI Certification is preferred but not required
- Ability to lead and motivate people and encourage teamwork in an environment with internal and external stakeholders
- Ability to communicate effectively (both orally and written) with the team, senior management, stakeholders and customers
- Ability to communicate complex and highly technical concepts to technical and non-technical people (written and oral)
- A solid understanding of the software development life cycle (SDLC)

GRADE: 23

HIRING RANGE: \$70, 000 - \$106, 677.18

To Apply:

Submit resume to: Human Resources, **BRA**, 43 Hawkins Street, Boston MA 02114.

E- Mail: Hr.bra@cityofboston.gov

An Equal Opportunity Employer

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE