



## NOTICE OF VACANCY

**M-19-24-25**

<b>POSITION:</b>	<b>Business Analyst</b>	<b>LOCATION:</b>	East Lansing
<b>SCHEDULE:</b>	<b>245 Workdays</b>	<b>SALARY RANGE:</b>	<b>Grade K Per ASO/USO Contract</b>
<b>Responsible to:</b>	<b>Angela Lanczynski, Director of Member Information Systems</b>		15 paid holidays and comprehensive benefit package
<b>POSTING DATE:</b>	May 12, 2025	<b>DEADLINE:</b>	May 19, 2025

### **BASIC PERFORMANCE EXPECTATION:**

Business Analysts are the liaison between the business users and the information technology department and/or external clients/vendors.

Business Analysts must have the skills to:

- apply logical analytical thought to a business issue
- provide expertise in the modeling/mapping of business processes to deliver as-is/to-be business processes
- provide input on feasibility of project as to how realistic the requirements are in terms of effort and time
- identifying what data the business currently has and what data would be necessary for testing
- be well versed in project management practices and principles
- employ the change management processes
- manage user expectations

Business Analysts are responsible for analyzing the business needs of their clients and stakeholders to help identify business problems and propose solutions taking requests from a high level in clear and detailed requirements.

Must know, stay abreast of, and effectively use fundamental analytical concepts, industry best practices, and company procedures to ensure the quality and integrity of the technology used by MESSA and to ensure that it meets the stated business objectives.

Work includes, but is not limited to, facilitation of meetings, preparing and submitting notes and tasks from facilitated meetings, gathering requirements, documenting requirements, assisting with test planning and test case development, analyzing data requirements for testing, and managing user expectations.

**ASSIGNED DUTIES:**

Gather and develop, or oversee the development of business requirements, functional requirements, report specifications and traceability matrices for projects from users.

Assist with feasibility studies

Develop and execute or oversee the development and execution of test plans, test cases, use cases

Analyze data needs for testing

Develop and execute or oversee the development and execution of training documents and “train the trainer” sessions.

Identify issues and risks with potential solutions to projects and submit them to the project manager

Verify requirements are addressed during testing from the traceability matrix

Identify scope creep and potential solutions to the IT manager and project manager

Track and address post release defects

Coordinate with multiple business units to address interdependencies and resolve issues

Coordinate activities of project teams

Recommend improvements to the business processes

Train team members on all of the above items

Establish and maintain successful relationships with business users and and/or external clients/vendors.

Perform other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in computer information systems, computer science, business, or related field OR an associates degree in a information technology related field and two years of related and progressively more responsible or expansive work experience in the information technology field.

In addition to the above, a minimum of three years experience as a Business Analyst working in four or more of the following areas – major system implementation, business process improvement, programming, systems support, business case development and analysis, software testing, and project management.

Demonstrated interpersonal skills, written and oral communication skills, meeting facilitation skills, and interviewing skills.

Demonstrated ability to communicate efficiently and effectively with a wide range of personnel (users, IT staff, vendors).

Demonstrated conflict resolution/negotiation skills.

Demonstrated experience with systems development lifecycle (SDLC), gathering and documenting requirements, documenting existing systems and/or processes, documenting to be systems and/or processes, test planning, test case development, use case development, collect and analyze metrics, project management and change management concepts, risk management, relational database concepts.

Demonstrated creative problem solving skills.

Demonstrated ability to multi-task, and address multiple projects concurrently.

Demonstrated excellent time management skills

**TESTING:**

Information Technology Terminology	Proficient
Software Business Analysis	Proficient
Software Testing	Proficient
Business Communication	Proficient
Project Management	Proficient

May, 2007