

Original Date: 10/16/2009
Revised Date: 2/1/2010
Reports To: TBD
#of Subordinates: None
Status: Exempt
Job Code:
Salary Grade: TBD
Geographic Location: TBD

I. BASIC FUNCTIONS:

Business analyst with strong Business Intelligence tools and data analytics background and an in-depth understanding of how to design and create BI applications and health care business intelligence reporting solutions.

Primary Responsibilities:

- (1) **Business Requirements** - Conduct analysis of business and user needs in order to develop requirements documentation for the implementation or revision of systems and applications projects for specified business units. Utilize expertise in Health Care, Business intelligence, Data Analytics, and Data Warehousing, and understand the organization's systems and capabilities to ensure the most efficient use of resources.
- (2) **Testing** – working in conjunction with the business users and development teams, responsible for the creation and execution of application test scripts, scenarios, and test plans that validate initial business requirements.

Detailed Description:

The role of the business analyst (BA) is to capture, consolidate, and communicate the information from the Subject Matter Experts (SMEs) to the rest of the team. The BA is a critical link between the Subject Matter Experts, providing the business requirements to the rest of the team trying to construct the solution. The need to help capture, consolidate, and communicate the information from the SMEs to the rest of the team is the critical, bridge-the-gap role that this person plays.

Candidate will have a strong background in health care, data analysis, business intelligence, and data management. This position is responsible for both data warehouse business requirements, application business requirements, and testing in both.

This business analyst is a key person involved in the complete cycle of development of a BI application and DW project, as well as client implementations. Since business users are not always available when needed, the business analyst is often the project team member that fills this void, providing the business perspective needed for project success. The business analyst will meet with a broad range of internal users and will capture their application and data warehousing requirements, as well as play a key part in the testing of those requirements.

This role must have a thorough understanding of DW aspects, health care Payers client business processes, and BI application development processes including testing procedures.

The business analyst will have an IT background and be very knowledgeable about health care Payer business, its processes, and the operational data and functions that support the business, and know how the major pieces of data warehousing and business intelligence applications fit together.

II. JOB FUNCTIONS:

Percent	Responsibilities
%	<p>The business analyst is responsible for the following DATA WAREHOUSING activities:</p> <ul style="list-style-type: none"> • Understand the business users' requirements for information, features, and functions and communicate them to the rest of the application development and data warehouse team; • Lead and conduct interviewing tasks; • Lead interview documentation; • Lead preparation of data warehouse requirements document; • Lead preparation of application requirements documents; • Assist data analyst in mapping tasks; • Lead the identification and documentation of business metrics ; • Oversee testing of application releases; • Act as consultant to the ETL and front-end programmers. • Once business needs are defined for the data warehouse projects, the business analyst will be involved in designing and validating the logical data model that provides a different representation of these requirements. • The BA will also play a role in data model design and prototyping and is involved in developing/validating source target mappings and transformation logic required to support information requirements. • The business analyst may also assist in identifying data quality problems and in determining options for how they will be handled. • The BA will also play a role in testing and validation and in delivering user training. • The business analyst may be charged with developing and managing project documentation deliverables. • Depending on how technical a business analyst is, he or she may also help data modelers prepare and review models to ascertain that requirements are met.
%	<p>The business analyst is responsible for the following BI APPLICATION DEVELOPMENT activities:</p> <ul style="list-style-type: none"> • Gather business requirements and translate them into technical requirements for the creation of application features, enhancements, and functions • Manage multiple initiatives simultaneously • Elicit requirements using interviews, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis • Become a subject matter expert on our data, processes, and business methodologies • Collect multiple streams of data and decompose them into concise specifications • Collaborate with technical experts and business units to determine the best possible reporting mechanisms • Be a liaison between product development, technology, and internal business units • Develop requirements according to documentation standards • Decompose high-level business requirements into an appropriate level of business rules and detailed user, functional, and non-functional requirements using alternative views such as flows, diagrams, models, and use cases when applicable • Work with development and business personnel to develop and execute plans to test and validate systems/applications and business requirements - including developing user documentation, first draft of training materials, manual updates, and field communications • Meet with users to gather requirements for project definition. Analyze existing procedures and evaluate requested requirements to identify system changes • Assist in the creation of deliverables that are developed jointly with the user and the Product Development. Include product definition, logical design (business process and rules, data elements and flows, screens and reports), implementation plan, and documentation and training needs

	<ul style="list-style-type: none"> • Collaborate with technical staff to determine system specifications and requirements • Counsel and advise users on systems capabilities and processes • Advise other departments affected by the development, maintenance, and implementation of all applicable systems • Improve processes within the Company to increase the level and quality of service provided to internal and external customers
%	<p>The BA will also be responsible for the following QUALITY ASSURANCE responsibilities:</p> <ul style="list-style-type: none"> • Convert the requirements and design documents into a set of testing cases and scripts, which can be used to verify that the system meets the client needs • Execute or supervise the execution of those test cases and scripts • Facilitate or perform random testing of all components to ensure that a random bug is not haunting the system • Work with SMEs to create the testing plan, cases, and scripts • Work with peers to ensure the final solution has the highest quality
	<p>Secondary Job Responsibilities</p> <ul style="list-style-type: none"> • Complete special projects and other functions, as required • Assist in report writing

III. PERFORMANCE MEASUREMENTS:

IV. MINIMUM REQUIREMENTS: Estimate the minimum requirements of education, specialized knowledge, and job experience necessary for the position:

Education:

- Bachelor’s degree, or equivalent experience, in analytics, informatics, computer science, programming, health care administration, or business.
- Master’s degree or MBA in Health Care Management preferred.

Work Experience:

- Total 5-7 years experience in healthcare analytics or IT
- Minimum 5-7 years experience with business intelligence tools (HDMS, Cognos, Hyperion/Brio, Business Objects, MicroStrategy, Microsoft Analytic Services, etc.)
- Minimum 3 - 7 years of experience with Microsoft SQL, data warehousing, or similar
- Experience in the creation and maintenance of OLAP cubes, or similar
- 3-7 years experience with Application Development methodologies preferred
- 3-5 years Business Requirements writing experience preferred

V. CERTIFICATES, LICENSES or REGISTRATIONS: List any job related certifications, licenses or registrations required to perform the job:

- N/A

VI. SKILLS/ABILITIES:

- Analytical and problem solving skills
- Excellent verbal and written communication skills
- The ability to interact professionally with a diverse group, executives, managers, and subject matter experts
- Able to organize, coordinate, and direct users and teams
- Strong oral and written communications abilities
- Solid analytical and technical skills
- Excellent presentation skills

VII. WORK ENVIRONMENT: Describe the work environment an employee would encounter while performing the functions of the job:

- Standard work environment

VIII. EQUIPMENT OPERATION: List the various pieces of equipment the employee operates as part of the job:

- Standard office equipment