



City of Philadelphia

Office of Innovation & Technology

Job Title:	Senior Business Analyst (for Public Safety)
Reports To:	Deputy CIO
Unit:	Public Safety & Unified Communications
Salary Range:	\$65,000 - \$78,000
Position Type:	Exempt
Deadline to Apply:	August 9, 2013

Summary

The primary responsibility of this position is business analysis for the City of Philadelphia Office of Innovation and Technology. This includes web projects, applications and supporting functionality. The person in this position will work closely with both public safety departments and the Office of Innovation and Technology (OIT) and other city departments as required, conducting all the activities related to successfully gathering project requirements and participating in the discovery, requirements, design, development, deployment and operations phases of the web project, applications and supporting functionality.

The successful candidate must reside in the City of Philadelphia or establish primary residence in the City of Philadelphia within six months of employment. This position is open to US Citizens and those that are authorized to work in the US. Please provide citizenship status when applying for this position.

Responsibility

- Conduct business observations and facilitate focus group sessions, vision exercises and design review sessions.
- Document, identify and clearly diagram all requirements
- Detailed requirements development
- Manage stakeholder relationships and foster continuous communication.
- Assistance with project scoping and planning
- Development of Use Cases
- Development of Test Cases for
- Conduct competitive research on an as needed basis
- Work closely with the project team specifically on web development and design on an on-going basis
- Conduct and prepare Knowledge Transfer sessions and periodic reviews as needed
- Build an organized library of all business analysis documentation
- Accountable for gathering stakeholder sign off on all required documentation
- Other duties as assigned.

Ability To:

- Identify key internal and external stakeholders
- Conduct white boarding/ brainstorming sessions with stakeholders
- Adhere to all required activities needed in each phase of the project including Discovery, Requirements, Design, Development, Deployment and Operations.
- Complete all required templates and documentation as indicated in the City of Philadelphia SDLC methodology.
- Conduct gap analysis
- Work with User Experience design and application developer in the development of presentation tier components
- Multitask
- Facilitate meetings
- Maintain enthusiasm and dedication



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Knowledge Of:

- Business analysis techniques
- Meeting facilitation
- Designing alternative business process work flow
- Getting feedback and comments and act upon them

Education and Experience

- Strong business analysis experience
- Strong analytical background
- Experience working in an agile development methodology
- Experience working on similar projects for a minimum of three years
- Experience with Microsoft Excel, Project, Power Point and Visio

- 3 to 5 years of relevant technical and/or business work experience
- Completion of a Bachelor's Degree program at an accredited college or university, which has included major course work in computer science, information science, graphic design or a closely related field with a minimum of two years experience.
- Graduate degree a plus.

How to Apply:

Send resume and cover letter to dotjobs@phila.gov. In the body of the email please indicate you found the job posting on the City of Philadelphia's HR website.