



Job Title Position Description

Job Title	Business Analyst	Hiring Manager	
Department	PMO	Revision Date	
Salary Range (optional)	Commensurate with experience	Application Deadline	TBD
Position Type	Exempt		

Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Office of Innovation and Technology (OIT) was established in August 2011 by Mayor's executive order. OIT oversees all major information and communications technology initiatives for the City of Philadelphia - increasing the effectiveness of the information technology infrastructure, where the services provided are advanced, optimized, and responsive to the needs of the City of Philadelphia's businesses, residents and visitors.

Position Summary

The Office of Innovation & Technology (OIT) is the central IT agency for the City of Philadelphia, headed by the Chief Information Officer (CIO).

The primary responsibility of this position is business analysis for the Project Management Office. This includes web projects, applications and supporting functionality. The person in this position will work closely with the Office of Innovation and Technology 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 IT projects for the Project Management Office.

Essential Functions

- Conduct business observations and facilitate focus group sessions, vision exercises, and design review sessions.
- Identify, document, and clearly diagram all requirements.
- Detailed requirements development.

- Develop business process and work flow diagrams.
- Manage stakeholder relationships and foster continuous communication.
- Assistance with project scoping and planning.
- Development of Use Cases.
- Development of Test Cases for user testing.
- Conduct competitive research on an as needed basis.
- Work closely with the project team on system 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.

Competencies, Knowledge, Skills and Abilities

- Identify key internal and external stakeholders of projects.
- 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.
- Understand and follow steps of various SDLC methodologies.
- Conduct gap analysis.
- Work with User Experience design and application developer in the development of presentation tier components.
- Facilitate meetings of managers and users at various levels in the organization.
- Work with cross-functional/ cross departmental teams.
- Meet deadlines in an environment of changing priorities.
- Learn fast in a dynamic environment
- Maintain enthusiasm and dedication.
- Multitask.
- Business analysis techniques and tools.
- Meeting facilitation.
- Designing alternative business process work flow.
- Effective ways to collect feedback and comments.
- Software development life cycle models (SDLC).
- Agile software development methodology.
- Joint Application Development(JAD) approach to collect requirements
- Project management principles

Qualifications (Education and Experience)

- Bachelor's Degree from an accredited college or university with major course work in computer science, information science, graphic design or a closely related field with a minimum of two years' experience.
- Graduate degree in related discipline plus.
- Strong analytical background.
- Experience with agile development methodology.
- Experience working on similar projects for a minimum of three years.

- Experience with Microsoft Excel, Project, Power Point and Visio.
- 5 to 8 years of work experience as a Business Analyst.

Additional Information

Submit your resume [here](#)

Successful candidate must be a City of Philadelphia resident within six months of hire

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