



## BUSINESS ANALYST

<b>DATE OF DESCRIPTION:</b>	<u>August 8, 2017</u>
<b>TITLE OF POSITION:</b>	<u>RMP-JD001 - IT Business Analyst</u>
<b>DEPARTMENT:</b>	<u>Information Technology</u>
<b>REPORTS TO:</b>	<u>Director of Quality Assurance and Project Management</u>
<b>NUMBER OF EMPLOYEES SUPERVISED:</b>	<b>DIRECTLY:</b> <u>0</u>
	<b>INDIRECTLY:</b> <u>0</u>

### PURPOSE OF POSITION:

The Business Analyst will be responsible for initiating and leading short, medium, and long term feature/functionality business and technical requirements that support the business plans and strategic business initiatives of RouteOne. The Business Analyst will be required to work with business stakeholders to create initial requirement specs as well as work with existing business specs to determine the detailed needs of the Development Team. The Business Analyst assess value, develops cases and prioritize stories, epics to ensure work focuses on those with maximum value.

The Business Analyst position requires a significant level of coordination and negotiation skills, including the need to simultaneously work with customers, the business (and business partners), and technology teams to identify, assess, define, document, and negotiate for the “best” product features and functionality to enable RouteOne to meet or exceed its business goals. This position requires exceptional verbal and written communication skills, a cool, calm demeanor that can help focus and direct solutions to problems, strong analytic abilities that allow clear, precise definition of the features and functionality required, and an exceptional attention to detail and follow-through.

### ESSENTIAL FUNCTIONS OF THE POSITION:

1. Work with the Product Development Team and others to identify, categorize and document high level business requirements for inclusion in a Business Case.
2. Analyze high level business requirements and develop lower level functional and technical requirements. Various deliverables include System Requirement Specifications, User Interface Specifications, screen mock-ups, report mockups, process and navigational flows, etc.
3. Determine impact of functional requirements in collaboration with other feature team members on various aspects of existing system.
4. Examine integration with existing applications and lifecycle support implications.



5. Support design team in the translation of requirements into structured systems design. Facilitate requirements and design sessions with both business and technical team members. Participate in issue investigation and resolution as appropriate.
6. Maintain ownership of a feature or feature set through out the systems development life cycle supporting design, development, quality assurance and production support efforts. Act as the go-to person for requirements questions and clarification. In many cases, become an expert on specific features and participate in any changes even after implementation to production.
7. Support User Acceptance of a release or feature including development of Test Plans, Test Conditions, and Test Scripts, validation of the application through participation in the testing process, coordination of User Acceptance Testing and support of end users during execution of User Acceptance Testing.
8. Organize and manage requests and expectations of various stakeholders.
9. Participate in updating training content in coordination with Sales & Marketing.
10. Organize and facilitate Sprint reviews and presentations to various stakeholders as needed.
11. Support system implementation/rollout activities, including all necessary pilots.
12. Communicate with app and system end users to gather system feedback and improve functionality.
13. Manipulate data with standard Microsoft Office tools to support business case and issue analysis.
14. Perform all work in accordance with company's quality programs, standards and procedures.
15. Maintain safety, security, and privacy standards throughout all areas of responsibility.
16. Other duties, as assigned.

#### **ESSENTIAL REQUIREMENTS FOR THE POSITION:**

1. Bachelors degree in business or technical area, or suitable work experience.
2. Prior experience in the Business Analyst/Systems Analyst realm, with proven experience in one or more significant, complex, software development projects.
3. 2(minimum)-5 years of experience as a Business/Systems Analyst.
4. Exceptional written and verbal communication skills.
5. Ability to lead and facilitate meetings and other product design, development and support sessions
6. Ability to think logically and document own ideas and those of others
7. Ability to comfortably meet with (both face-to-face and via phone/web-conference) interview and support internal and external stakeholders
8. Experience using Agile Project Management software such as TFS< JIRA, Confluence, or similar.

#### **OTHER REQUIREMENTS:**

1. Prior experience in Automotive Retail Finance, or other related Consumer Finance experience is a plus
2. Mobile (app and HTML5/web-based) product experience a plus
3. Familiarity with prototyping tools/software very helpful
4. Software / design usability analysis/design experience a plus