



## **FMQAI Job Description**

**Job Title:** Business Requirements Analyst  
**FLSA Status:** Exempt  
**Prepared Date:** November 2008

### **SUMMARY**

The Business Requirements Analyst's responsibilities include coordination with the Project Manager and team members on all phases of the End Stage Renal Disease (ESRD) Renal - RCT contract including development of a standardized data dictionary, business requirements and a compendium for ESRD performance measures.

### **DAILY DUTIES**

- Elicits, analyzes, validates, specifies, verifies and manages the real needs of the project stakeholders. Serves as the conduit between the customer community (internal and external customers) and the software development team through which requirements flow.
- Responsible for requirements elicitation for customer implementations using meetings, workshops, document analysis, business process descriptions, use cases, scenarios, and business analysis.
- Leads requirements analysis and verification through peer reviews and inspections of requirements documents, ensuring that requirement statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, verifiable, and that they conform to standards.
- Critically evaluates information gathered from multiple sources, reconciles conflicts, decomposes high-level information into details, abstracts up from low-level information to a general understanding, distinguishes user requests from the underlying true needs and distinguishes solutions ideas from requirements.
- Works with team to define the vision and scope and assists in planning through requirements development and analysis.
- Collaborates in requirements prioritization and estimation of levels of effort, risk and cost of implementation.
- Responsible for documentation and reporting of requirements.
- Manages requirements traceability information and works with managers to track requirements status throughout the project.
- Manages changes to baseline requirements through effective application of change control processes and tools.
- Collaborates with managers to establish and implement effective requirements practices, including use and continuous improvement of a requirements process.
- Strong writing, analytical and problem solving capabilities.



- Ability to balance technical and business issues as well as communicate appropriately with both technical and business experts.
- Possesses an understanding of how to practice requirements engineering according to several software development life cycles in a team environment.
- Ability to establish and maintain effective working relationships with managers and employees along with working with external clients.
- Ability to maintain own work flow and meet deadlines

The candidate must work with a variety of customers including the federal government, large corporations, dialysis and transplant centers and ESRD Networks in order to successfully complete all tasks.

### **EDUCATION AND/OR EXPERIENCE**

A Bachelor of Science degree or equivalent experience; two to five years or more of software development life cycle analysis experience and experience in healthcare in general or ESRD specifically a plus.

### **OTHER QUALIFICATIONS**

Computer literacy skills using Word, Excel, Microsoft Projects, Power Point, Internet and Access; typing speed of at least 65 words per minute and the ability to navigate various CMS-approved databases

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence and to speak effectively before groups of customers or employees of the organization

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume and the ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.



## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the associate is regularly required to use hands and fingers to handle or feel; to reach with hands and arms and to talk and hear. The associate is frequently required to stand, walk and sit and must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities are required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **DISCLAIMER**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, work load, rush jobs or technological developments).