JIRA Administration Job

Employer Name: B.Rajani

SpiderID: 12544167

Location: Atlanta, Georgia

Date Posted: 5/18/2022

Wage:

Category: Information Technology

Job Code: 4778

Number Of Openings: 1

2-5 yrs exp Individuals in this position have demonstrated experience in the standard concepts, practices, and deliverables related to Business Analysis in support of software development projects. Understands how to gather and document requirements. Has a working knowledge of the software development lifecycle. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Some familiarity with the use of standard market Testing tools.  
  
About the Role  
  
The Jira Configuration Consultant will develop a plan and implement changes to improve the use of Jira and Confluence for data request management for the Office of Policy and Management (OPM).  
  
OPM is using Jira and Confluence to manage the workflow for data requests and analytical projects, specifically for administration of the state longitudinal data system, P20 WIN. The consultant will review and improve the configuration of Jira and Confluence to support the specific workflows required for data request management and analysis. Consultants must have prior experience with Jira and Confluence for consideration.  
  
The Consultant will work alongside OPM staff, with potential interaction with staff from the Department of Labor (DOL) and other P20 WIN participating agencies. The Consultant can be based remotely. The work includes documenting and analyzing requirements, processes and workflows for P20 WIN, developing and implementing improvements to Jira and Confluence configuration based on those requirements and providing training and documentation to OPM and DOL staff for implementation.  
  
Activities  
  
Requirements Analysis and Process Documentation:  
  
Identify areas for improvements to Jira configuration to facilitate data request management, based on information-gathering from OPM, DOL and potentially other state agencies  
  
Develop materials required for implementing changes to existing Jira configuration, including project plans and financial estimates  
  
Conduct meetings and presentations to review requirements ideas and findings  
  
Effectively communicate insights and plans to cross-functional team members and management;  
  
Project Management:  
  
Develop project plan and monitor progress, maintaining appropriate cadence and scope  
  
Collaborate with users and subject matter experts to test and improve Jira and Confluence configuration  
  
Train new users on any changes to Jira and Confluence configuration; draft FAQs and perform demos  
  
Knowledge, Skills, and Ability  
  
Business Analysis:  
  
Experience with Jira and Confluence  
  
Exceptional analytical and conceptual thinking skills  
  
Ability to identify and determine acceptable solutions with stakeholders  
  
Ability to translate regulations, forms, and other requirements into logic  
  
Understanding of privacy, confidentiality and security considerations for handling data  
  
Strong attention to detail  
  
Project Management:  
  
A track record of following through on commitments and leading/supporting successful projects  
  
Ability to clearly communicate project vision, strategy, and roadmap  
  
Excellent planning, organizational, and time management skills  
  
Ability to lead meetings, including setting agendas and identifying action items  
  
Stakeholder Management and Collaboration:  
  
Ability to maintain collaborative relationships with a wide range of stakeholders  
  
Ability to translate technical language for a non-technical audience, and act as a liaison between analytic/technology experts and subject matter experts  
  
Comfort in blazing a path through an ambiguous work environment  
  
Other Desirable Skills  
  
Experience or knowledge of data analytics and administrative data  
  
Experience designing and improving processes that are compliant with existing regulations  
  
Passion for ensuring safe, ethical and secure use of data in the public sector  
  
Qualification  
  
Jira / Confluence  Experience using and developing solutions for Jira and Confluence  
  
Communication skills both verbal and written  
  
Process Flow Analysis  
  
Project management

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Start Date:   
  
  
Position Type: Contractor  
  
  
Years of Experience Required:   
  
  
Education Required: Masters  
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Bheema Rajani

Company:

Atlantia

Georgia

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