Business Systems Analyst Job

Employer Name:

SpiderID: 12493012

Location: Colorado Springs, Colorado

Date Posted: 5/4/2022

Wage: Up to $64326.00 per year

Category: Information Technology

Job Code: 374881

Type: Direct Hire  
  
 Pay Range: $64k - $81k  
  
 Work Location: Colorado Springs, CO  
  
Summary   
  
The Business Systems Analyst will improve business value with the use of technology, strive to create order, and work with diverse stakeholders to support and implement technology. This position will primarily focus on contributing to the planning, delivery, and support of the organization's Content Management System.   
  
Duties &amp; Responsibilities  
  
Serve as a subject matter expert on systems and applications that help the day-to-day business in addition to providing support, training, and gathering of requirements for new functionality.  
  
Test, maintain, monitor, and troubleshoot content on the organization's Content Management System (CMS).  
  
Serve as the primary contact for the support and troubleshooting with the CMS software, both internally and with external partners.  
  
Create and maintain CMS process documentation. Share as needed with internal and external stakeholders.  
  
Act as a liaison between internal business partners and software development team.  
  
Create and execute system test cases with a mindset towards testing automation and provide defect reporting.  
  
Collaborate and communicate with project team in requirements definition, documentation, defining metrics, testing defects, and facilitating knowledge.  
  
Analyze and communicate business partners needs by translating business requirements into software requirements.  
  
Organize, specify, and model requirements to ensure completeness and unambiguity.  
  
Define project schedule by identifying project milestones, phases, and elements.  
  
Monitor project progress by tracking activity, resolving problems, and publishing progress reports.  
  
Perform other duties as assigned.  
  
Minimum Qualifications Required   
  
Education:   
  
Bachelor's degree (preferably technology-related) or equivalent work experience  
  
Licensure &amp; Certification:  
  
Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) desirable  
  
Certified SCRUM Master (CSM) or Certified SCRUM Product Owner (CSPO) desirable  
  
Experience:   
  
3-5 years of business system analysis (or related) work  
  
Experience working with Content Management Systems (CMS), including troubleshooting, process documentation, and integrations  
  
Experience with HTLM (1-3 years)  
  
Experience with Agile methodology and Software Development Lifecycle  
  
Experience with SQL  
  
Experience working with and supporting CRM systems (MS CRM Dynamics or Salesforce) desirable  
  
Experience Video Management System (VMS) desirable  
  
Skills:   
  
Ability to quickly understand business operations  
  
Critical thinking and problem solving  
  
Conflict resolution  
  
Adaptable to new types of stakeholders and technology  
  
Exceptionally organized  
  
Effective communicator  
  
Strong analytical skills  
  
Ability to participate as an active listener  
  
Tools, Equipment, &amp; Conditions   
  
Standard office equipment  
  
Office environment in multi-story building on a multi-building complex  
  
Non-traditional hours on occasion, including nights, weekends, and holidays  
  
Regular attendance at work is an essential work function

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: SNI Technology

Company: SNI Technology