**Statement of Work**

***Sr Business Analyst***

Staff Tech is looking for a qualified senior level Business Analyst to provide our client, the California Public Employees’ Retirement System (CalPERS), with consulting services for application development support.

**Scope of Work/Duties**

The work primarily involves the application support of business functionality on the various systems. The consultant will be responsible for facilitating Joint Application Requirements (JAR) and Joint Application Development (JAD) sessions with customer representatives, developer, testers and other technical staff to ensure the customer's needs are being met. Consultant responsibilities also includre ensuring that all work performed under this agreement will comply with client policies, standards, procedures, and guidelines. Consultant support activities include providing technical, implementation, and post-implementation release support; performing analysis and development of IT business processes to ensure adherence to sound business process and IT best practices for internal and external customer support and communications. Consultant is to submit to the contract manager a written monthly status report as part of this agreement and provide knowledge transfer to staff before end of contract

Project scope/tasks

* Facilitate Joint Application Requirements (JAR) and Joint Application Development (JAD) sessions with customer representatives, developers, testers and other technical staff to ensure the customer’s needs are being met.
* Develop and maintain requirements, use cases, traceability matrices, business process reengineering, business process modeling and other technical documents for web based application design and development
* Assists with the development and evaluation of requirements and propose technical or functional solutions to ensure the accuracy of the documents
* Analyze business scenarios and identify impacts to staff and customers
* Document and maintain as is and to-be process flow documentation including business activities and diagrams
* Coordinates with other staff members on special projects; originates correspondence, gathers data and prepares reports.
* Conduct training sessions
* Ability to work independently and use existing functional design documentation
* Excellent communication skills both in writing and oral
* Submit monthly timesheets
* Prepare weekly status report
* Attend project, staff, and management meetings as required
* Perform other duties as assigned by contract manager

**Qualifications**

Minimum Qualifications

* Must have a minimum of five (5) years’ experience in project work in technical writing to include: development of business requirements, technical requirements, detailed analysis and design documents; and/or
* Must have (5) years’ experience in project work in the BPR arena; at least three (3) years of said experience must have been at a high level both technically and in measure of responsibility.
* Must have a minimum of five (5) years’ experience in project work in facilitating requirements, analysis and design, and Joint Application Design (JAD) sessions.
* Must have experience in the analysis, design, development, and implementation of business process and organization models.
* Must provide services developing, updating, and/or maintaining technical documents (program specs, system documentation, standards, procedure manuals, conversion of existing documentation) and user manuals.
* Must have experience in the analysis, design, development, installation, implementation, and/or technical support duties with data processing systems.

Desired Qualifications

* Knowledge of CalPERS Business including Retirement, Health and Financials
* Excellent analytical, interpersonal, writing, research, and personal computer skills
* Complete understanding of the System Development Life Cycle (SDLC) is highly desirable
* Knowledge of data processing concepts and currently industry trends and ability to apply that knowledge to evaluating business processes for critical IT efforts
* Knowledge of project management practices and principles
* Basic skills in data, performing queries, looking for patterns in data, data modeling, designing reports and locating test data
* Strong facilitation skills, able to synthesize key points/issues and present to stakeholders