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|  | **Working Title: System Analyst** |
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# I. DESCRIPTION OF SERVICES

This contractor will accomplish the following goals:

* Configuration and support of Health Services Systems SharePoint environments.
* Implementing solutions using SharePoint browser based capabilities and Designer.
* Enhance reporting capabilities

**Essential Job Functions:**

* Participate in customer definition and design meetings to gather requirements and functional specifications
* Analyzes user requirements, procedures, and problems to automate processing and create workflows in share point
* Writes detailed description of user needs, program functions, and steps required to develop or modify computer program
* Participate in JAD sessions
* Prepare SDLC Documentation including Software requirement specifications (SRS) and user guides
* Creates tables and forms for input from internal and external sources

**General**

* Strong communication and team work skills, team coordination, mentoring and training skills.
* Able to work with others in a team-based environment
* Excellent communication skills, both written and oral
* High motivation level and superior attention to detail
* Ability to finish projects on time with minimal supervision

**FORM B – WORKER REFERENCE FORM**

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|  | **Working Title: System Analyst** |
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| **Worker Name** (Required): | Varaprasad Govind |

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| **Reference Name** (Required)**:** | JOSE PAEZ | | |
| Title (Optional) | Project coordinator | | |
| **Company Name (**Required)**:** | State farm | | |
|  | |  | |
| **Phone Number** (Required include area code): | |  | |
| E-mail address (Optional): | [Jose.paez.gh41@statefarm.com](mailto:Jose.paez.gh41@statefarm.com) | | |
| Professional Relationship**:** (Optional): | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **Reference Name** (Required)**:** | Victor Montgomery | | | |
| Title (Optional) | lead | | | |
| **Company Name (**Required)**:** | Statefarm | | | |
|  | | |  | |
| **Phone Number** (Required include area code): | | | 309-766-5781 | |
| E-mail address (Optional): | | [Victor.mongtgomery.sst1@statefarm.com](mailto:Victor.mongtgomery.sst1@statefarm.com) | | |
| Professional Relationship**:** (Optional): | | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **Reference Name** (Required)**:** | | Prasanna k poona | | |
| Title (Optional) | | BA | | |
| **Company Name (**Required)**:** | | statefarm | | |
|  | | |  | |
| **Phone Number** (Required include area code): | | | 201-64-1782 | |
| E-mail address (Optional): | [Prasanna.kumari.tord@statefarm.com](mailto:Prasanna.kumari.tord@statefarm.com) | | | |
| Professional Relationship**:** (Optional): | | | |  |

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| --- | --- | --- | --- | --- | --- |
|  | Peer | x | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION.**

**FORM C – WORKER REQUIREMENTS GRID SHEET**

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| **Solicitation Number: 52932000121337** | **Working Title: System Analyst** |
| **ITSAC Level Description: System Analyst 2** | **ITSAC Technology Type: Emerging  NTE RATE:** |

(This is Page 1 of the Worker Resume)

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| **Worker Name** (Required): | | |  | |
| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements (skills/experience) will not be considered for this opportunity and the resume will not be submitted to the customer. | | | | |
| **Years** (**Required**, **leave no blanks**) | **Years** | Skills/Experience | | **Vendor Comments** (as applicable) |
| **8** | 5 | Experience gathering requirements, and analysis of technical requirements | |  |
| **8** | 3 | Experience creating requirements, design, development, or implementation specifications | |  |
| **6** | 2 | Proficient with SharePoint 2010 platform, including out of the box functionality, workflows, custom webpart implementation, central administration, site collection, security and database integration. | |  |
| **6** | 3 | Experience with SharePoint browser based capabilities and Designer. | |  |
| **8** | 2 | Experience with MS Word, MS Excel | |  |
| **MBA** | DEGREE OR EQUIVALENT | Bachelor's degree. Equivalent combination of practical work experience and education will be considered. | |  |

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| **Preferences:** | | | |
| **Years** (Optional) | **Years** | Skill/Experience | **Vendor Comments** (as applicable) |
| **6** | 2 | Experience with Visio, PowerPoint, and Microsoft Project |  |
| **8** | 2 | Excellent communication skills, written and oral, with people of all technical levels |  |
| **\_** | 2 | SQL and .NET development a plus. |  |
| **\_** | 2 | Experience working in a state/federal government environment (Health and Human Services Commission preferred) |  |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION. DO NOT MODIFY THE INFORMATION IN THE SHADED AREAS.**