Senior IT Business Analyst

- **Location:** New York, NY (Brooklyn)
- **Travel:** Local - onsite locations in all 5 boroughs
- **Salary:** $100,000 – 130,000 annual
- **Term:** Full-time, permanent
- **Key Skills:**
    - Functional and technical requirements definition;
    - Process and data analysis;
    - Estimation and critical path analysis;
    - Software development lifecycle and methodologies;
    - User experience and interface design;
    - Quality assurance and testing;
    - System documentation and end-user training; and
    - Communication and stakeholder management.

The NYC Technology Development Corporation (TDC) is an information technology consulting firm focused on large, high-profile initiatives for the City of New York. TDC attracts and retains high performing IT professionals to ensure enterprise technology projects are delivered in a timely and cost effective manner.

Key Responsibilities

TDC is looking for a Senior Business Analyst to support the planning, design, procurement and implementation of enterprise IT systems. The ideal candidate has at least 10 years of experience in IT, at least 5 years of experience as a business analyst and at least 3 of the last 5 years as a business analyst on IT projects.

TDC expects someone in this role to routinely produce high-quality work products without supervision and, if necessary, guide or supervise the work of others in a highly matrixed cross-functional teams. Responsibilities may include:
- Building relationships and working effectively with executives, project managers, vendors, and users;
- Collecting and analyzing information from stakeholders to define business and technical needs ;
- Documenting requirements and solution alternatives to support program goals and reduce risk;
- Developing procurement documents (e.g. RFI, RFS, RFP) and supporting evaluation and decision-making by stakeholders;
- Tracking the progress and quality of work for escalation and/or issue resolution;
- Developing acceptance criteria to evaluate, remediate and accept deliverables;
- Testing and verifying deliverables by preparing plans, scripts and logs to coordinate execution;
- Producing any of the following deliverables:
    - Functional requirements document
    - Technical requirements document
    - Requirements traceability matrix
    - Use cases and business process flows
    - Test cases, test scripts and test plans
    - Data dictionaries, entity relationship diagrams and data flows maps
    - Business case and decision memo
    - Wireframes, mockups and prototypes
    - End user training guides and run books Work breakdown structures, critical path analysis and risk registers
    - Market research and request for proposals

Qualifications

Minimum Qualifications

Only candidates with the following qualifications will be considered for this position:
- Ten (10) years of professional experience in Information Technology focused positions;
- Five (5) years of experience as a business analyst with at least 3 of the last 5 years as a business analyst on IT projects;
- A mix of experience with large private sector enterprises, large, well-established consulting firms, and/or public sector at the federal, state or large municipal government levels;
- Demonstrable proficiency with office productivity and project management software (e.g. MS Office, Visio and Project);

- Direct responsibility for producing deliverables related to requirements definition, solution design, quality assurance and training;
- Use of technical tools for tracking and automation of requirements (e.g. Requisite), content management (e.g. SharePoint), data manipulation (e.g. SQL navigator) and/or quality assurance (e.g. HP Quality Center);
- Knowledge and experience of software development lifecycle (SDLC), project and risk management methodologies; and
- Strong oral and written communication skills and the ability to work with a range of stakeholders.

Preferred Qualifications

Candidates with one or more of the following qualifications are preferred and will be considered first:
- Experience with alternative project management and software development methodologies including, prototyping, joint application development (JAD), test driven development (TDD) and agile;
- Advanced proficiency with prototyping tools such as Axure, Dreamweaver, Justinmind, Indigo Studio, Sketchflow, or iRise and mockups tools such as Moqups, UXpin, WireframSketcher, Balsamiq, etc.
- Knowledge and experience in emerging and critical technologies such as service oriented architectures (SOA), XaaS, mobile, human centered design, big data, analytics, and security;
- Experience with commercial-off-the-shelf (COTS) solutions, such as case management, rules engines, document/content management, enterprise resource planning (ERP), customer relationship management (CRM), and/or enterprise permitting and licensing (ELP);
- Procurement experience including budget justification, vendor engagement, market research, cost-benefit analysis and contract negotiation;
- Certification in business analysis (e.g. IIBA, RUP, etc.), governance (e.g. CGEIT) or project management (e.g. PMP, scrum) methodologies.

Working for TDC

The TDC team is a group of experienced, senior managers with IT experience in a diverse range of private and public sector organizations. TDC mangers and consultants work with project teams that consist of staff from TDC, City government agencies and IT services vendors. TDC's main offices are located in Downtown Brooklyn at 15 Metrotech Center but most of its staff work on site at central agency locations (typically Manhattan).

TDC offers competitive compensation and a full range of benefits including health, retirement and leave. Relocation assistance is *not* provided.

How to Apply

Candidates interested in applying for this position should send their resume and cover letter indicating why they are interested in this position and their unique qualifications using the links provided on the TDC Careers page of or website.

TDC will only accept inquiries and applications from individuals seeking employment for the position above. Recruiters, agents and other solicitations for service will not be considered. Submission of a resume does not guarantee an interview regardless of qualifications.

All qualified applicants will receive consideration for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation or citizenship status. NYCTDC is an equal opportunity employer. Nothing in this job description should be construed as an offer or guarantee of employment.