

# Massachusetts School Building Authority

## Job Description

**Title:** Business Analyst  
**Department:** Information Technology  
**Reports To:** Director of Information Technology  
**FLSA:** Exempt Hours per Week: 37.5  
**Grade:** 11  
**Range:** \$82,949 to \$99,539

### **If you are good at:**

Business Analysis for software development and improvement  
Requirements gathering  
Partnering with business teams  
Bridging IT and end users  
Being part of a collaborative, solution-focused IT Team  
Working remotely (Hybrid)

*Then this opportunity may be of interest to you.*

### **Position Summary**

Work with stakeholders and end users to design, modify and implement system solutions to meet the needs and requirements of the Authority. Participate in all phases of the development process including analysis, design, development, testing, implementation, maintenance, and support for MSBA Applications and external websites. Elicit, analyze and validate requirements for changes to business processes, policies and transaction processing systems. Capture requirements and changes through functional specification and configuration documentation. Acts as liaison between IT and business users as well as be the primary tester of the MSBA Application's and website functionality.

### **About the MSBA**

Funding affordable, sustainable, and efficient schools in partnership with local communities across the state of Massachusetts is what we do at the MSBA. We fund, through a grant application and approval process, public schools Kindergarten to grade 12 capital improvement or renovation projects. Funding is made available through the dedicated 1% sales tax revenue the Authority receives. The capital funding of public-school projects is solid evidence of taxpayers' dollars at work. Visit us at <https://www.massschoolbuildings.org> to learn more about the MSBA for the detailed job description.

### **Key Position Highlights**

- Capture, document and analyze client business processes/requirements and develop corresponding processes and data flows (functional specifications and change management).
- Document and provide recommendations for future business processes and drive towards continuous process improvements.

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- Gather and understand business user requirements, work closely with the IT Development team for successful implementation.
- Develop and execute comprehensive end to end test cases at the application and multi-application levels including testing strategies, testing conditions and evaluation of expected results.
- Acts as IT point person for coordinating and supporting User Acceptance Testing.
- Execute systems and website content requests.
- Troubleshoot and provide end user support including root cause analysis.
- Document action items, status reports, and post-project evaluations as required.

### Required Education, Experience and Skills

- Bachelor's degree with a major in computer science or other related discipline.
- Five or more years of experience in business analysis, software development, implementation and/or software quality assurance.
- Experience with Microsoft Office Suite, Office 365, and web technologies.
- Direct experience with business analysis and the various stages of the SDLC
- Ability to interpret, analyze, and write complex business systems and documents clearly and concisely.
- Experience writing and executing test cases/plans and user stories.
- Strong experience with User Acceptance Testing.
- Analytical approach to problem solving. Proactively research and/or solve issues.

### Physical Requirements

Frequent sitting for long periods of time

Interested in hearing more? Easy, apply now or visit our site to learn more.

<https://www.massschoolbuildings.org/employmentopportunities>

*We do not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, sexual orientation, gender identity, age, physical or mental disability, genetic information or veteran status, and encourage all applicants to apply.*