

Information Technology Business Analyst Position Description

Western Climate Initiative, Inc. (WCI, Inc.) is a non-profit corporation formed to provide administrative and technical services to support the implementation of state and provincial greenhouse gas emissions trading programs.

WCI, Inc. is seeking an Information Technology (IT) Business Analyst to act as a liaison between the WCI, Inc. Partners and software application vendors to elicit, analyze, communicate and validate requirements and perform technical analyses. The IT Business Analyst understands problems and opportunities in the context of the requirements and recommends solutions that enable WCI, Inc. and its partners to achieve their goals.

Job Responsibilities

- Assist the Project Managers during the Planning phase in identification and documentation of the business cases, goals, objectives, scope, resource identification, time/costs, deliverables, dependencies, constraints, risks, project metrics and other planning activities.
- Assist WCI, Inc. and jurisdictions to identify the organizations business needs and project goals that relate to the strategic and tactical goals.
- Assist WCI, Inc. Project Managers and jurisdiction project leads in planning, executing, monitoring and closing out projects.
- Participate in and be a key contributor to internal and external workgroup sessions to derive actions/solutions to improve existing or new processes and support business process re-engineering efforts that will increase business efficiency.
- Participate in project and program reviews in order to maintain alignment with program priorities and to minimize/eliminate redundancy.
- Participate in status meetings and contribute to project documents such as project status reports, project plans, project tasks, risks, and issues.
- Direct and oversee the requirements phase of the project lifecycle by eliciting business needs, pain points, expectations, goals and objectives.
- Create and maintain business, functional and non-functional requirements documents, requirements traceability matrixes, prioritization of requirements, business process flowcharts, gap analysis and other project documents to support current and future state business processes. Break down high level requirements into use cases/user stories for workgroups and teams to review deliverables and ensure business objectives are met.
- Assist with the software application vendor technical teams during software design and development phases of the software development life-cycle (SDLC) to ensure that requirements are understood, knowledge transfer has occurred and deliverables are met.
- Assist the vendor during the quality assurance testing phase of the lifecycle by helping to identify bugs vs missed requirements or new requirements.
- Assist subject matter experts (SMEs) and business users with user acceptance testing (UAT) by evaluating test cases, test plans, implementations, system fixes, change requests, transition plans, operation plans and other relevant documents as they arise during the final stages of the SDLC.
- Owns the documentation that relates the business requirements to the test cases and ensures that all requirements have been accounted for and the solution verified.

- Assist with post-implementation support including: lessons learned, problem resolution, revisions to procedures, and change management.
- Evaluate SDLC process changes and implementation of standards for the SDLC.
- Perform other relevant tasks as assigned by the Project Managers, WCI, Inc. Executive Director and/or WCI, Inc. Assistant Executive Director.

Skills & Experience

- Bachelor's degree in Information Systems, Computer Science, Business Administration or equivalent job experience.
- Possess strong analytical and oral communication skills; excellent interpersonal skills; able to collaborate effectively with both technical and non-technical audiences.
- Experience planning, analyzing, creating and reviewing business requirements documents, process flow diagrams, operation support plans, UAT plans, test cases/plans, instructional and training documents and other relevant project documents.
- Must be flexible and able to multi-task, while responding to changing demands.
- Strong working knowledge of Agile and Waterfall SDLC methodologies.
- Strong working knowledge of Microsoft Office product suite (MS Office and 365, MS Word, Excel, Visio, PowerPoint, Access and MS Project).
- Ability to work with teams that are local, distributed and offsite.
- Fully proficient in English, in a professional IT environment.

Desired Skills

- Any combination of experience working with governmental entities, carbon market, tracking and monitoring systems.
- Experience with design tools, business process modeling, unified modeling language (UML), data modeling, application lifecycle management (ALM) tools such as JIRA and Confluence, business intelligence, Agile/Scrum principles and process.
- Proficient in technical writing, problem solving, public speaking and presentation skills.
- Computer programming experience and the ability to evaluate technologies to meet business needs.
- Proficient in French.

Travel

At the direction of the Executive Director, the IT Business Analyst may need to travel for specific and well-defined business purposes.

About WCI, Inc.

This is a full-time salary position that may be located in Sacramento, California (Head office), or Québec City, Québec (Satellite office).

WCI, Inc. offers competitive salaries and benefits commensurate with qualifications and professional experience, and is committed to equal employment opportunity.

For more information, visit www.wci-inc.org.

To Apply

Interested applicants should submit a cover letter, including a summary of qualifications, and a resume in PDF format to jobs@wci-inc.org.