

American Association of Motor Vehicle Administrators

Job Description

Job Title: LEAD BUSINESS ANALYST

Core Values: As an organization, AAMVA believes core values are critical to individual success and effectiveness. Every individual will exhibit behaviors consistent with the following core values:

- ❖ Integrity and honesty in every interaction.
- ❖ Full accountability for individual behaviors.
- ❖ Customer service that is professional, responsive and positive.
- ❖ Innovation and creativity in planning and problem solving.

Position Summary:

The Lead Business Analyst supports AAMVA's IT Division. The IT Division is responsible for the development and operation of information systems for State and Federal agencies. The systems support business functions related to the administration of motor vehicles and driver licenses.

The Lead Business Analyst functions as an ambassador and subject matter expert for AAMVA's systems and solutions. This role is responsible for planning and facilitating the participation of resources and stakeholders in implementing, maintaining and improving AAMVA systems in support of AAMVA members' business needs.

Essential Duties and Responsibilities:

- Engage with stakeholders, individually or in groups, in support of AAMVA systems and solutions. Stakeholders include among others AAMVA personnel, AAMVA committees, individual jurisdictions, industry, and federal agencies. Stakeholder engagement can include the following:
 - Facilitates and supports the participation of stakeholders in stakeholder groups. This may include, but is not necessarily limited to:
 - Compilation of group mission, goals, guiding principles, historical context, and work plan.
 - Administrative support (preparing meeting agendas, minutes, and related documentation).
 - Conducting discussion sessions and meetings.
 - Creating open forums for obtaining input and guidance from stakeholders on discussion topics.
 - Monitors stakeholder group task completion and produces periodic status and progress reports.
 - Reaches out to and networks with stakeholders, as a group or individually, to publicize, market and/or support AAMVA systems and initiatives.
- Develops reports and gives presentations to stakeholders, including to federal agencies, related to AAMVA systems and associated initiatives.
- Performs pre- and post- evaluation of pilot projects including cost benefit analyses, identification of potential specification changes, estimation and/or monitoring of user traffic volumes, and acquisition planning.
- Coordinates, develops and monitors implementation and rollout of systems and system functions. This includes providing task time estimates, assistance, coordination, and training.

- Performs business and technical analyses. Business and technical analyses can include, but is not limited to, cost benefit analyses and impact assessments.
- Compiles and/or gathers user, business and technical requirements for new systems or for changes to existing systems.
- Translates high-level requirements into detail requirements suitable for software design and development.
- Develops business processes, functional requirements and specifications, procedures manuals, and implementation guides. Communicates these to stakeholders.
- Develops logical data models, data flow diagrams, data dictionaries, and transaction flows.
- Documents requirements in the form of user stories and reviews them with the agile project team.
- Collaborates with developers, testers and other project team members and serves as the primary POC for requirements clarification.
- Reviews the test plans developed by the development and testing teams to ensure that they meet the requirements.
- Manages requirements traceability information and tracks requirements status throughout the project
- Reviews proposals, evaluating same for technical solution soundness, feasibility, resource estimates, constraints, and operational impacts.
- Mentors other analysts and developers.
- Some travel required.

Education:

Bachelor's degree in a related field and 8+ years of experience. An additional 4 years of experience may be substituted in lieu of a degree.

Required Skills:

Required:

- Eight years of progressive experience in business analysis, systems analysis and logical design in a variety of large-scale projects.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Demonstrated ability to lead stakeholder groups through the full life cycle of a business solution.
- Proven experience in engaging and building productive relationships with stakeholders and stakeholder groups.
- Ability to develop and present briefings to stakeholders.
- Excellent attention to detail and ability to produce high-quality customer deliverables
- Able to work independently and as an effective team member.
- Proficiency in writing technical documents.
- Experience in documenting business processes and requirements.
- Excellent analytical, problem solving and organizational skills.
- Proven ability to capture customer requirements and develop a concept of operations based on a customer's needs.
- Able to obtain a moderate risk federal public trust clearance. The public trust clearance process authorizes the federal government to perform a background investigation to identify negative criminal, medical, or financial history. If an offer for employment is accepted, continued employment in the position is contingent on obtaining the clearance.

Desired:

- Experience with web services, UML and XML.
- Experience with agile processes for software development.
- Experience with writing user stories in agile projects.

Note that the purpose of this document is to provide an overview of the essential requirements and duties of this position. As such, this document does not list all requirements or duties, and does not prescribe or restrict the tasks that may be assigned. In addition, duties may change over time, based on AAMVA's needs.