



## Job Description

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**Job Title:** Senior Business Analyst  
**Department:** Product Management  
**Reports To:** Sr. Director, Product Management

### Summary

The Senior Business Analyst works closely with clients and other stakeholders to elicit and document business needs/requirements for new software functionality. The analyst also champions the functionality through detailed requirements, design, and development to ensure business needs are met. This position will focus initially as the primary liaison with one of our largest clients to appropriately plan, prioritize and document their needs. In addition to the responsibilities noted above, the individual would research and document use cases, maintain a master prioritized enhancement/backlog list, help translate business needs/requirements into design, and update documentation based on newly planned enhancements, on behalf of the client. The position may also get involved in product management activities.

**Essential duties and responsibilities include the following.** Other duties may be assigned.

- Lead meetings and discussions with clients and other stakeholders to elicit and document business needs, requirements and use cases.
- Champion documented requirements through the detailed requirements, design and development processes to ensure business needs are met. Participate in design and development meetings as appropriate.
- Act as the primary liaison with a large client to perform the above as well as:
  - Plan and maintain their desired enhancement roadmap.
  - Obtain estimates for their desired items and negotiate into their desired roadmap based on priority, available budget and capacity.
  - Update documentation based on newly planned enhancements.
  - Ensure the client is well served.
  - Accurately track and report billable time spent with client.
- Set and deliver on goals. Consistently meet deadlines and provide appropriate status on work activities.
- Work effectively in a dynamic environment subject to change. Adapt quickly and make decisions with limited information.
- Work effectively as a team leader and a team player.
- Travel to client site approximately 5-7 days per month. Additional travel may be required.

### **Supervisory Responsibilities**

Not applicable.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and / or Experience**

- Bachelor's degree in computer science, engineering, business, or a related field.
- 8+ years designing, building, and/or implementing software solutions, preferably in healthcare.
- 5+ years in business analysis and requirements definition.
- Previous leadership experience or lead role.
- Experience working directly with clients, from a managerial level to end users.
- Committed to continuous learning and development.
- Product management experience would be a plus.

### **Technical Skills**

- Aptitude for complex problem solving and ability to manage changing priorities.
- Proficient in Microsoft Office and related applications.
- Strong technical acumen and desire to participate in the design and development processes.
- Fluent in numerous SDLC processes including waterfall, agile, etc.

### **Language Skills**

- Exceptional English written, verbal, and presentation skills.
- Able to understand business needs and effectively translate them into technical requirements.
- Ability to work successfully at multiple levels within the organization and within a client's organization.
- Effective negotiation skills.

### **Mathematical Skills**

- Ability to analyze and present quantitative data.
- Able to perform basic business analysis (revenue, cost, profitability, etc.)

### **Reasoning Ability**

- Able to synthesize various inputs and priorities into recommended courses of action.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work will be conducted in a standard office environment, within a home office, and/or at a client's location. Temperatures in non-home-office locations are regulated by facilities management and are not within the control of the individual. Office locations may be in open-cubicle area with associated distractions. Business professional attire is required when interacting with clients/potential clients/vendors, etc.

### **About Atlas**

Established in 1989, Atlas Development Corporation is a rapidly growing best-of-breed solutions provider to some of the most recognized names in healthcare. Atlas Medical connects doctors to leading national and regional laboratories for diagnostic test ordering and results reporting, and Atlas Public Health provides mission critical bio-terrorism and infectious disease surveillance systems to state and local governments. We are the best at what we do. Our web-based, database-driven applications utilize the latest software technology. We are currently seeking talented individuals to join our team of dedicated professionals.

*Atlas Development Corporation is an Equal Employment Opportunity employer.*