

**Title:** OAG Business Systems Analyst **Region:** District of Columbia  
Journeyman

**Req ID:** 523572

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## Details

### Requisition Details

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**Req. Class:** BSAV1 : 2-Journeyman **Region:** District of Columbia

**Title:** OAG Business Systems Analyst  
Journeyman

**Req. Status:** Open

**No. of Openings:** 1 **No. Filled:** 1

**Start Date:** 03/26/2018

**No New Submittals After:** 02/14/2018

**Max Submittals by Vendor per Opening:** 2

**Worksite Address:** 441 4th street nw

**Agency Interview Type:** In Person

**Advanced Technical Screening Required?:** No

**Existing Incumbent Resource?:** No

### Requisition Description

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**Engagement Type:** Contract

**Short Description:** 6-10 years of experience. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Creates project and program status document and reports

**Complete Description:** ----- CONTRACT JOB DESCRIPTION This position supports the implementation of the OAG abacus law case and document system. With approximately 400 users, the case and document system is an essential technology asset used by OAG legal staff to manage daily tasks, court cases, associated documents and scheduled reports. The system also interface with criminal justice systems used by the Metropolitan Police Department, DC Superior Court, US Department of Justice, and others. The incumbent will provide systems analysis and documentation support Responsibilities:  
1. Formulates and defines systems scope and objectives based on both user needs and a

thorough understanding of business systems and industry requirements. 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. 3. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. 4. Works with Project manager, CIO, and business users to create a variety of life-cycle documents, including business requirements, training job aids, data definitions, marketing collateral, and other documents as assigned 5. Creates project schedules, roadmaps, and other status documents 6. Works with project team to create user acceptance testing scenarios 7. Supervises user acceptance testing 8. coordinates instructor-led and online system training 9. Works to develop a document taxonomy, used to organize case-related documents 10. updates OAG sharepoint site with relevant information 11. Works with project manager and CIO to create statements of work for case and document management system related tasks 12. participates in relevant technology training 13. Keeps master issues log and risk matrix 14. performs other duties as assigned Minimum Education/Certification Requirements : Bachelor's degree in Information Technology or related field or equivalent experience; or a current Project Management Professional (PMP) Certification

#### Client Information

<b>Work Location:</b>	OAG - 441 4th Street NW Washington DC 20001	<b>Cost Center:</b>	OAG - Office of the Attorney General
		<b>Project:</b>	Abacus Law implementation

#### Required/Desired Skills

##### Required /Desired

Skill	Required /Desired	Amount	of Experience
6-10 yrs BA experience	Required	6	Years
6-10 yrs Software Development Lifecycle experience	Required	6	Years
6-10 yrs requirements gathering and documentation	Required	6	Years
6-10 yrs MS Office/PowerPoint experience	Required	6	Years
Bachelor's degree in IT or related field or equivalent experience	Desired	6	Years
Experience creating user requirements documents.	Required	6	Years
Experience creating test and quality assurance plans for software implementation projects	Required	6	Years
Experience using document management systems, including SharePoint/Office 365	Required	6	Years
Experience creating risk management plans	Required	6	Years
Expert level skill creating and managing large Adobe PDF documents	Required	6	Years
Experience extracting data using SQL from Microsoft SQL server, access or other database	Required	2	Years
Outstanding written and oral communication skills evidence in the screening, interviewing and writing samples (lifecycle documents created previously)	Required		

**Questions**

	<b>Description</b>
Question 1	Absences greater than two weeks <b>MUST</b> be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?
Question 2	Please list candidate's email address that will be used when submitting E-RTR.
Question 3	There are no reimbursable expenses. Do you accept this requirement?

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