

Highrise Consulting, Inc. (www.highriseconsulting.com) is seeking multiple Business Analysts. To apply, send resume to analyst-careers@highriseconsulting.com - please include "Business Analyst Resume" as a subject of your email.

Referral Bonus: \$2,000 (candidate must be continuously employed with Highrise for 3 months)

The Business Analyst will work within the development teams at the Department of Health and Human Services, National Institutes of Health (NIH), Electronic Research Administration (eRA) at our Bethesda, Md location. eRA is a federal government shared service provider of Grants Management services and solutions supporting the research grant portfolios of Federal agencies across the Federal government.

The Business Analyst is responsible for supporting the systems provided by eRA to NIH and its partner agencies who utilize NIH's grants management services and solutions. The Business Analyst supports multiple projects concurrently and is heavily involved in understanding the business processes of our partner agencies by eliciting requirements from end-users, and ensuring that NIH provides effective tools, solutions and services for managing their grant portfolios.

Position Responsibilities:

- Gather business requirements while learning the business processes, understanding operational functions, and producing analysis and requirements documentation to properly portray current As-Is and To-Be business models.
- Lead business process analysis sessions with agencies and their representatives to identify their business needs from the grant management system and business process perspectives. Representatives will be of varying managements and operational roles.
- Document requirements in the form of epics, user stories, and acceptance criteria.
- Verify business processes and requirements with stakeholders and development teams using various communication tools including wireframes, mockups, business flow diagrams and presentations.
- Manage and prioritize the user requirements backlog to effectively manage scope in collaboration with stakeholders, development teams, product owners and eRA management.
- Support the development team through the entire development lifecycle to ensure agency business needs are properly implemented and satisfy their business processes.
- Performance of quality assurance software testing, acceptance criteria verification and check-out/smoke test processes.
- Support various teams in the preparation and delivery of user acceptance testing and training.
- Assist in project planning activities including the development of approach concepts and level of effort estimates.
- Support agile development processes including requirements review, grooming and road-map planning sessions in coordination with team leads and product owners.
- Develop and maintain technical documentation

Required Skills:

- Experience in requirements gathering, software testing, quality assurance processes, and writing technical documentation in an agile development environment
- Experience working with agile development teams. Demonstrated experience with creating and managing epics, user stories and acceptance criteria
- Ability to effectively communicate with technical and non-technical stakeholders



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- Experience engaging in business process analysis, understanding the customer's business process requirements, and capable of translating those business requirements into business and technical documentation and specifications.
 - Knowledge of the federal grants management business processes and policies, and grants management systems supporting those processes.
 - Experience with SQL/Oracle database systems, Atlassian Jira and Confluence
 - Bachelor's Degree in related field or an equivalent combination of education and training that provides the required knowledge, skills and abilities.
 - 3+ years of relevant work experience in a business analyst role

Preferred Skills:

- 2+ years of relevant experience in federal grants management system development
- Excellent verbal and written communication skills and the ability to explain grants management policies, processes, and technical information clearly and accurately.
- Ability to converse on grants business and system requirements, support requirements analysis sessions covering the grants management lifecycle with various level of representation across Grants, Program and Financial Management offices within federal Agencies
- Strong conceptual, analytical, and problem-solving skills with the ability to advise on the efficient design and development of grants management services and solutions.

Highrise Consulting, Inc. is a growing small Information Technology (IT) company headquartered in Bethesda, MD. Our goal is to provide our clients with the best technology services that contribute to building the most powerful, reliable and cost-effective solutions in the IT industry. Our company has established excellent working relationships with the Department of Health and Human Services (DHHS) and the National Institutes of Health (NIH), and formed strong partnerships with many leading IT businesses in the Health Services industry. We are committed to success and are continuously seeking to develop new opportunities across the public sector and beyond.

Benefits Summary:

- Health Insurance Plans from Blue Cross and Blue Shield (CareFirst)
- Dental and Vision Benefits from Blue Cross and Blue Shield (CareFirst)
- Life, Short and Long Term Disability Insurances
- 401K Plan with Company Matching
- Paid Vacation and Sick Leave
- Paid Holidays
- Flexible Spending Accounts support for Health, Travel, and Dependent Care expenses
- Profit Sharing

Highrise Consulting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Highrise Consulting complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company does business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We are proud of our diversity and encourage veterans to apply. EOE M/F/D/V

Highrise Consulting, Inc. participates in the E-Verify program as required by law. [Learn more \(http://highriseconsulting.com/everifyposter.pdf\)](http://highriseconsulting.com/everifyposter.pdf).

Highrise Consulting, Inc. reserves the right to change any or all the above benefits from time to time. Highrise cannot be held responsible if one of the listed benefits has been modified, deleted, or otherwise changed.