

Highrise Consulting, Inc. ([www.highriseconsulting.com](http://www.highriseconsulting.com)) is seeking candidates for the **Business Analyst (BA)** position to work either full-time remote or onsite at NIH (National Institutes of Health) facility in Bethesda, MD (Rockledge Drive Campus). To apply, send resume to [careers@highriseconsulting.com](mailto:careers@highriseconsulting.com) - please include 'Business Analyst (BA)' in the subject of your email.

**Referral Bonus:** \$2000 (candidate must be continuously employed with Highrise for 3 months).

**MAJOR PURPOSE OF THIS JOB:** Highrise seeking an experienced Business Analyst (BA) with 10 years of experience to support the system engineering and development activities of its NIH client in Bethesda, MD. The BA's primary responsibilities are to elicit, analyze, and record user functional and non-functional requirements; and to translate these requirements into system-level specifications (i.e., User Stories) from which Developers and Testers can develop and test software that satisfies user needs. He / she will work directly with Developers and Testers in an agile environment to ensure system capabilities satisfy users' business requirements. Although not a requirement, the ideal and favored candidate will have prior federal grants management experience.

**Key Responsibilities:**

- Utilize requirements elicitation techniques to elicit business requirements from system stakeholders.
- Perform business analysis to define detailed functional, operational, and technical system requirements for implementation.
- Define, document, maintain, and manage system requirements.
- Communicate requirements to software developers and testers.
- Support Product Owners and Team Leads in planning, road mapping, and monitoring project work.
- Provide Level of Effort (LOE) estimates for requirements analysis work and assist in project planning.
- Set up and co-lead (or lead) requirements review meetings, Scrum grooming sessions, and Scrum planning sessions.
- Facilitate and lead requirements gathering sessions and other collaborative sessions with stakeholders and Product Owner/Sponsors.
- Maintain requirements traceability and other requirements management documentation following agile principles.
- Monitor development and testing activities to confirm correct implementation of requirements.
- Work with Product Owners and Scrum Masters to ensure all members of the Scrum team (Developers, Testers) actively engage and participate in refining requirements (User Stories) and Acceptance Criteria; and in determining level of effort for each User Story (i.e., story points).
- Provide testing and production support as required.

**Required Skills:**

- Bachelor's degree or higher and a minimum of 7 years working in the Information Technology field directly as a Business/System Requirements Analyst.
- A minimum of 5 years of experience managing requirements and conducting requirements analysis in an Agile environment.
- A minimum of 5 years of experience eliciting system requirements using standard techniques such as surveys/questionnaires, interviews, user groups, documentation review, and other techniques.
- A minimum of 3 years' experience documenting system requirements in the form of User Stories, Use Cases, UML diagrams, or other graphical representations (e.g., workflows).
- Demonstrate proficiency, experience, and technical knowledge of SQL and Oracle database systems.
- Demonstrated experience working with testers and developers to implement requirements.
- Must have prior experience being based at a client site on a day-to-day basis.



Preferred Skills/Experience:

- Bachelor's (or higher) degree should be in Information Systems/IT, Computer Science or related discipline (MS or MBA a plus)
- Proficiency with Jira Agile
- Proficiency with Confluence
- Experience with/understanding of the federal grants management lifecycle and federal grant management policy
- Experience performing gap analyses
- Knowledge of business process modeling techniques and tools

Professional Skills (Required):

- Must have excellent written and oral communications skills (clear, succinct, and direct)
- Must be comfortable working in a fast-paced, matrixed team environment, with a client-centric culture, and an environment of high performers.
- Must be able to multi-task and shift priorities as needed
- Must be able to work effectively with numerous stakeholder types and bring groups to consensus

Eligibility:

- Must be able to pass a background investigation and qualify for a Public Trust clearance
- We are currently working on becoming compliant with new regulations in Colorado. Until we are able to do so, this role cannot be performed in Colorado



**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
- Dental and Vision Benefits
- 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

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.*