Business Systems Analyst

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a full-time Business Systems Analyst for a DoD Federal Government customer in Beltsville, MD.

Responsibilities:

CONDUCT BUSINESS ANALYSIS

-Maintain, enhance, and revise all required project documentation including project charters; concepts of operation (CONOPS); business requirements documents; integrated business use cases, user stories, and epics; functional designs and specifications; technical designs and specifications; requirements traceability matrices; process flow and activity diagrams; and developer/technical use cases; coordinate data standards compliance; perform analysis and reconciliation of data, metadata, and requirements.

-Refine business requirements based on input from the Data Acquisition division, Uniformed Services, policy experts, and industry experts.

-Perform analysis and develop whitepapers/briefs to engage the privacy office, CIO and other DOD Activities in approving and preparing for the rollout of the solution. The Government estimates 2-4 white papers and 12-24 meetings per year.

-Develop and document content required for DoD Business Process Reengineering (BPR).

-Perform analysis to accommodate and extend solution into all DMDC environments including Test, Model Office, Stress Test, Acceptance Test Demo, and Production.

-Develop an approach to provide the Uniformed Services errors and feedback on data submissions via a web-based solution, including a capability to correct the error and resubmit the data to DMDC.

-Conduct an Analysis of Alternatives (AoA) to establish and benchmark metrics for cost, schedule, performance, and risk (CSPR) based on needs.

Requirements:

- US. Citizen
- Must possess SECRET clearance for access to classified areas Implementation includes:

-- Develop and maintain an implementation/rollout plan
-- Coordination with customers on timelines
-- Communication of release notes, maintenance windows, outages
-- Establishing common de-identified test data
-- Coordination of user acceptance testing
-- Coordination of certs and connectivity
-- Monitoring traffic for each customer and facilitating troubleshooting
-- Coordination of agreements
-- Collection of Security Accreditations of customers

-Coordinate with other divisions and external organizations (e.g., Uniformed Services) for connectivity, access, authorization, end-user training, helpdesk, Systems/CIO, and other integration requirements.
-Manage and administer application security management to DMDC user-based applications. The contractor will maintain the top of the hierarchy for customers and provision access to employees and contractors to the user level. For selected applications the contractor will perform user management down to the user level.

To apply to this position, please email jobs@directviz.com

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For more information or inquiries, please contact us at: jobs@directviz.com