## Information Specialist / IT Business Analyst

Assists in planning, coordinates and documents design of functionality for modifications or enhancements to software products by performing the following duties: maintains functional specification documents for software products; produces software design documents and communicates enhancements or modifications to programming group for development; assists with developing internal integration test plan and performing internal integration testing on modifications or new products; provides operations group with product and technical support; trains operations group on new products or changes to existing products.

**General Duties:**

* Gathers requirements for modifications or enhancements and documents functionality.
* Works with customer to gain their approval of functionality.
* Designs ergonomic user interface.
* Evaluates system databases to make sure database information required for change is available
* Develops software design documents to outline presentation layer (including logic flow) and data layer (database updates).
* Meets with software development group to review design from a technical perspective.
* Meets with developer(s) to make sure they understand the project.
* Participates in product development cycle by evaluating programming specifications, attending technical reviews and consulting on unit testing.
* Plans, promotes, and organizes internal training activities related to new product modifications or enhancements.

**Qualifications:**

* Bachelor of Science with strong computer skills including : Microsoft Office, Microsoft Project, and databases
* Minimum 3 to 10 years experience dealing directly with customers and developers
* Strong analytical skills
* Excellent verbal and written communication skills
* Enjoys working in the software development and automation technology field
* Willing to travel 15 to 20 percent of time
* Outstanding demonstrated performance in preceding career path