**Job Number C-1210-4**
**Title: Business Analyst**
**Location: Solon, Ohio**
**Duration: 4+ months**
**Start date: ASAP**
**Hourly rate: $40.00**

**Summary:**

Business Analyst creates and maintains the strategic partnership between Business needs and Technology linking our IT application capabilities with the company's business needs. Works with Business Partners in the definition, testing, training, implementation, and support of functional requirements. The Analyst will identify requirements via industry standard analysis techniques such as data flow modeling, workflow analysis, and functional decomposition analysis. Additionally they will serve as functional experts on the specified application(s) and he/she will be the sole point of contact between the business unit and Information Technology's Application Development team.

**Duties:**

Perform business and application analyses and problem solving related to pharmacy benefit management (PBM) business. Work closely with the business partner and business subject matter expert(s) to obtain a full understanding of their functional requirements and needs by planning and conducting business requirement sessions using interviews, workshops, and/or existing systems documentation or procedures. In addition to understanding day-to-day business needs/requirements, meet regularly with business partners to identify and maximize opportunities to use information and technology to improve applications, service and/or business processes. Document business and resource requirements (people, time, and money) and distribute to client for validation, feedback, and approval. Accurately convey functional requirements to the Application Development and Quality Assurance teams by working closely with managers, developers and QA analysts conducting functional/business requirement review and technical design sessions. Responsible for managing small IT/business projects; taking assigned projects from original concept through final implementation (delivery to business partners). This includes ensuring that all development and QA timelines remain on target and providing regular communication and status updates to business partners. Based on line of business requirements, determine availability of data, best source of data, validation of results, method of delivery, etc. Analyze data housed in a variety of applications utilizing various tools. Support business users' implementation of IT applications with new and modified business processes, and while applying industry best practices. Develop, conduct, and evaluate application testing of problem resolution and/or new application functionality. Create user and system related documentation for new applications. Maintain user and system related documentation for existing applications.

**Experience:**
Effective verbal and written communicator across various audiences. Maintains attention to detail while multi tasking. Strong client relationship builder. Self-starter with a bias to action. Demonstrable understanding of the values of root cause analyses, service levels, and documentation. Demonstrable knowledge of database applications, network environments, and report writers.

**Education:**
Verifiable High School Diploma or GED is required.
Bachelors degree in related field is preferred.