Business Systems Analyst Job Description

Job Title: Business Systems Analyst
Reports To: Luba Losyev, Vice President of Technology
Department: IT
Hours: 8:00 am – 5:00 pm Pacific Standard Time
Salary Range: $95K + depending on experience

Position Summary:

Formulates and defines project scope and objectives based on users' needs and a thorough understanding of business systems and industry requirements. Analyze current environment processes, inefficiencies, and costs. Recommends cost efficient system enhancements that satisfy the business needs. Create or modifies procedures to solve complex problems considering systems capabilities. Coordinates project resources, prepares and maintains project plans, test plans, within timelines and budget.

	Essential Duties of the position:	**Percent of time**
1	Business Systems Analysis/Quality Assurance: Business Systems Analysis/Design, Project Management, and Functional System Testing: a. Design business/systems requirements and objectives, including complex valuation projects, through research and analysis, based upon end-user needs and a thorough understanding of business systems and industry requirements. (15%) b. Develop test conditions and execute test plans, ensuring quality system enhancements. (15%) c. Perform functional system testing, calculating policy values as required, utilizing a variety of methodologies, including valuation spreadsheets. (15%) d. Interact intelligently with end users and IT staff to design and develop system enhancements and user procedures. (5%) e. Prepare cost/benefit resource analysis and calculations on project requests. (5%) f. Verify and document test results. (5%) g. Implement system modifications and conduct post-implementation project team reviews. (5%) h. Prepare, track, report, and manage multiple projects. (5%)	70%
2	Team and User Support: a. Provide training and mentoring support for Business Systems Analysts, Production Support Analysts on multiple projects and work assignments. (5%) b. Review and sign-off as a 2nd BSA on team member projects. (5%) c. Provide ongoing production, product, and carrier support as needed. (5%) d. Investigate malfunctions, determine the cause and source of system problems, research and analyze appropriate solutions, and initiate corrective action in conjunction with programmers, analysts, and users as required. (5%)	20%
3	* Legacy essential duties	10%

Minimum Requirements to Perform Essential Duties of the Position:

1 BA/BS degree in Computer Science, Accounting, Business or technical training or equivalent experience.
2 5+ years of proven Business Systems Analysis and Quality Assurance experience.
3 Expertise in MS Office (Outlook, Excel, Word, etc.).
4 Excellent written and verbal communication skills.

5 Detailed analytical and problem skills.
6 Attention to detail and ability to multi-task.

Ideal/Preferred Requirements to Perform Essential Duties of the Position:

1 Proven extensive experience with Annuity and/or Life Insurance.
2 Prior insurance industry expertise.

Legacy Essential Duties:

In the spirit and support of Legacy's Corporate Culture, it is the expectation that all employees will act in ways that support our Values by participating in the following:

Communication **-** Ensure that information is delivered effectively for positive and strong relationships.
Continuous Improvement **-** Strive to set and reach a higher standard in everything you do.
Flexibility **-** Go outside of your regular job duties to support the team, department, and organization needs.
Performance Alignment and Accountability **-** Create and meet objectives that are in sync with team, department, and organization goals and objectives.
Problem Solving and Conflict Resolution – Address problems and resolve conflict in a timely manner in an effort to find positive solutions and create action plans that support the bigger picture.
Recognition-Motivate co-workers by providing positive reinforcement of good to great results.
Shares Knowledge and Supports Others **-** Ensure the success of all team members and the organization.
Team Member Selection and Training - Participate in the acquisition and training of best possible talent. Provide on the job training, as needed.