Legacy Standard Job Description

Job Title: Business Systems Analyst
Reports To: Luba Losyev, Vice President of Technology
Department: IT

Position Summary:

Formulates and defines projects scope based on user's requirements and company needs. Developed and document project business requirements and testing. Utilizes business analysis, project management, and quality assurance expertise to implement projects of all levels of complexity with immediate monetary impact on the business.

Performs unstructured activities and processes with autonomy and independent judgment while managing assigned projects at the same time. Resolves difficult problems based on a thorough, in-depth understanding of business needs and company software application, utilizing originality and ingenuity while considering software capabilities, limitations and the implications to the current and future business environment.

Essential Duties of the position: **Percent of time**

1   Business Systems Analysis/Quality Assurance: 90%
   - Develops and designs system solutions of a highly complex nature:
     Determines project scope based on internal/external user requirements.
     Propose and solutions to meet and satisfy customer needs.

     Develops and documents business requirements for programmer and/or
     database analyst to execute.

     Using company software application knowledge and understanding
     capabilities and limitations, explore ways of opportunities to increase
     client/users satisfaction.

   - Formulates and defines project scope by analyzing project objectives:
     Uses independent judgment to develop and document comprehensive test
     plans and complex test scenarios.

     Performs unit, system and regression testing.

     Ensures enhancements to existing and new applications are relayed
     accurately to users and clients to reinforce their knowledge of augmentation
     and upgrades of the project.

   - Utilizes business analysis, project management, and quality assurance
     expertise to implement projects of all levels of complexity with immediate
     monetary impact on the business.

   - Independently prioritize and resolve multiple company software issues and
     defects to internal/external customers and team members.

2   * Legacy essential duties   10%

Minimum Requirements to Perform Essential Duties of the Position:

1   BA/BS degree Business Administration, or technical training, or equivalent experience.
2   5+ years of proven Business Systems Analysis and Project Management experience, managing multiple complex projects.
3   5+ years of proven insurance or financial industry work experience.
4   Advanced knowledge of annuity and life insurance products, procedures and systems.
5   Detailed knowledge of MS Office, Windows 7 and 10, SQL Server and Project.
6   Demonstrated analytical and problem-solving skills. Excellent verbal and written communication skills. Proven organization skills with the ability to prioritize and multitask.
7   Excellent customer service skills.

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

1   Proven extensive experience with Legacy Marketing Group products.
2   In-depth technical knowledge of insurance systems.
3   Customer Service, Operations, Actuarial, Marketing, Accounting or Financial Institutions expertise.
4   Working knowledge of Cisco IP phone systems.
5   LOMA certification or coursework completed.

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.