

## BUSINESS ANALYST TESTING

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Transform Consulting Group (TCG) is hiring for a Business Analyst Tester to support a state contract. The Indiana Department of Child Services (DCS) is switching to a new case management system (called "I-KIDS"). To ensure the transition goes smoothly, a Project Management Office (PMO) has been established. A PMO is an entity that establishes standards and expectations around project management and monitors project progress to ensure timely completion within budget. TCG is a subcontractor on the project.

One of the roles within the PMO is the Business Analyst Tester. This position will support the testing and requirements of the new I-KIDS data system for the PMO. While the company's main office is in Wabash, Indiana, the selected candidate could work remotely with some travel to Indiana.

### Essential Functions

- Write and execute test cases and analyze results
- Write, review, and analyze functional specifications and acceptance criteria
- Review and interpret technical design documents
- Elicit, analyze and document business and technical requirements
- Develop business process flows and use cases
- Other duties as assigned

### Education and Experience

- Bachelor's Degree in Business, Information Technology, or related field.
- A minimum of 5 years of experience in business analysis in government IT projects or a related field
- A minimum of 2 years of experience in test analysis
- Experience working in a project management environment
- Knowledge of software development life cycle
- Experience in managing test data documenting the results of each test cycle to identify defects
- Experience in testing analysis (e.g., developing test scripts, executing test scripts, documenting results)
- Experience presenting to and communicating with state and local governments and system stakeholders
- Experience and ability to obtain business rules and requirements information by interviewing business personnel and by mining laws, regulations, and policy documents
- Experience with legislative analysis and policy analysis of federal and state health and human services initiatives
- Experience using a Requirement Traceability Matrix (RTM)
- Experience with child welfare policy and processes
- Knowledge of ACF guidelines for the implementation of CCWIS technology



## **Skills and Ability**

- Ability to conduct health and human services research, summarize findings and draft policies and procedures.
- Ability to liaise with the software development team and business owners.
- Excellent written and oral communication skills, including the ability to write requirements, test scripts, and use cases.
- Ability to interpret large amounts of data, analyze results and present findings.
- Ability to multi-task on several different projects.
- Excellent knowledge in Microsoft applications including Word, Excel, Project and Visio
- Expertise in analytical and critical thinking.
- Ability to see the big picture.
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Possess end-to-end project management skills moving concepts through design, development, implementation, and continual improvement
- Must be willing to learn quickly and respond to changing environment
- Able to multitask, prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized

## **Salary/Benefits**

Salary is \$65,000 to \$75,000. Employee medical, dental, vision, and life coverages are provided at no cost. A 401k plan with a match is also provided.

## **To Apply**

Interested applicants should submit a cover letter, resume, and work sample to [admin@transformconsultinggroup.com](mailto:admin@transformconsultinggroup.com). Questions or inquiries may be submitted to this email address as well.