

Business and Systems Analysts Roles and Responsibilities

Role: To enable and ensure the business process re-engineering of the DMV processes using the DMV/Iconix re-engineering methodology from the gathering of functional requirements and re-engineering through the design and implementation of the new system.

- Work with Process Coordinators to define and plan re-engineering work sessions for assigned process area(s).
- Facilitate and participate in business process re-engineering work sessions.
- Document in Enterprise Architect the domain names, scenarios, business requirements, etc. for each business module.
- Ensure effective and timely communications of individual and project team progress, status, potential issues, challenges, etc.
- Participate in data validation and review activities for each module re-engineered including the development, review, and sign off of the Executive Summary.
- Assist Workstream Approach Plan Leads and/or Process Coordinators with identification of appropriate DMV stakeholders to participate in re-engineering activities, and review and validation activities.
- Manage relationships with all DMV stakeholders to meet project needs.
- Assist Process Coordinators and other team members with defining project approach and workstream plans.
- Demonstrate flexibility to move and fully participate on any CSI team or project needing resource support.
- Be proficient with CSI tools (such as Enterprise Architect and OnBase) to document and ensure the data/information integrity of CSI project artifacts.
- Work individually and collaborate on multiple teams to offer advice, experience, and provide technical, analyst and business knowledge.
- Assist with research as requested.
- Willingly take the lead and initiative on tasks assigned.
- Raise possible issues / action items in weekly team meetings.
- Seek opportunities to acquire new skills, actively identify challenges, and offer possible solutions.