Position: Consultant
Specialization: Business Analysis

Oregon Public Sector Pipeline Recruitment

FirstRule Group is a consulting firm with a broad book of business in the public sector and healthcare fields. Our projects are often complex, multi-year, and highly visible with outcomes that matter to the well-being of communities in the Pacific Northwest. We are looking for dedicated, effective, and engaging people to join our team.

At FirstRule Group, consultants that specialize in business analysis may have expertise in both business administration and information technology (IT). They are change agents that help maximize the value delivered by an organization to its stakeholders. Their primary responsibilities may include analyzing systems and interfaces; improving business processes; translating business needs to technical requirements; applying analytical processes to the planning, design, and implementation of IT systems; liaising between IT and the other areas of the organization; and improving the quality of IT services.

Key Responsibilities

- Researches, analyzes, and guides the integration and implementation of new technology and business processes. These processes may include system and applications, data and interfaces, and user experience.
- Develops and recommends creative solutions, including new methods, processes, and procedures.
- Diagrams process elements and issues for discussions and professional presentations.
- Analyzes data, including key performance indications, technical reports, and other metrics.
- Collaborates with project managers and other consultants on the team.
- Considered the “go-to” person for overall system knowledge.
- Develops analytical approaches and solutions in the event of problems or unexpected scenarios.
- Understands and communicates the full business process (including anticipated future needs), strategic direction, and impacts on stakeholders.
- Assists in eliciting, defining and documenting requirements.
- Helps track and document requirements, throughout the project.
- Maintains documentation on projects.
- Acts in the role of project manager when the project manager is unavailable.

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Key Deliverables

Common documents or deliverables that you may be asked to create and manage:

- Business requirements specifications
- Functional and non-functional specifications
- Acceptance and evaluation criteria
- User acceptance test cases
- Diagrams and flow charts
- Current state analysis

Qualifications and Competencies

- ✓ Degree in Business Administration, IT, Computer Science or related field. Comparable or relevant experience may substitute for education.
- ✓ 7+ years of experience working as a business or systems analyst in enterprise environments, a business, agency, or organization.
- ✓ Public sector / state and local government industry experience.
- ✓ Strong background in IT management or another technology-driven role.
- ✓ Strong background in requirements gathering, gap analysis, process mapping and solution design.
- ✓ Excellent leadership skills including demonstrated ability to make hard decisions, adapt to changing situations, and listen to differing points of view.
- ✓ Excellent problem-solving skills.
- ✓ Exceptional written and verbal communication skills, including the ability to translate technical information into plain language.
- ✓ Strong facilitation skills with a consulting mindset.
- ✓ Proficiency with Visio, Jira, Excel, PowerPoint, and familiarity with SQL and Agile methodologies.
- ✓ Demonstrates an analytical mindset and attention to detail.
- ✓ Demonstrates technical knowledge and awareness of trends in field.

This recruitment is for upcoming opportunities that may be remote within the United States or hybrid in Oregon. Candidates must reside in the United States.

Visit Careers » FirstRule Group to apply or contact us at info@firstrulegroup.com

FirstRule Group is an equal opportunity employer and complies with all applicable state and federal laws. FirstRule does not discriminate on the basis of race, color, national origin, age,

disability, sex, creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

For more information about your rights or to file a complaint, please contact the Washington State Human Rights Commission or the U.S. Equal Employment Opportunity Commission.

NOTE: This job description is not intended to be all-inclusive. Employees and contractors may perform other related duties assigned to meet the changing needs of the client.

FirstRule Group is committed to fair and equitable compensation practices. The general compensation range for this position is between $45-60 per hour. This range represents the low and high end of our anticipated compensation for this role. Actual compensation may vary depending on factors such as experience, skills, certifications, performance history, location and client budget.

We encourage candidates of all levels of experience to apply. The final offer will be determined based on our evaluation of your qualifications and may fall outside the listed range.

In addition to the base compensation for direct employees, FirstRule Groups offers a benefit stipend, paid sick leave, IRA participation with match and a discretionary profit-sharing plan.