



Job Title: Mid-Level Business Systems Analyst (BSA) /SME

Location: Pentagon (Hybrid-Onsite/Remote)

Clearance Required: Active DoW Secret clearance required

Employment Type: Full-time

Period of Performance: the awarded contract runs through 2029

Travel: Less than 5%

Position Overview: Mid-Level Business Systems Analyst (BSA) /SME

Experience & Qualifications

- **Bachelor's degree or equivalent combination of education and relevant professional experience.**
- **5–10 years of experience working as a Business Systems Analyst, Systems Analyst, Business Analyst, or similar role.**
- Experience supporting the SDLC in an Agile/Scrum environment, including participation in sprint planning, backlog refinement, estimation, daily stand-ups, sprint reviews, and retrospectives.
- Experience eliciting, analyzing, decomposing, and documenting business and system requirements and translating customer needs into actionable development requirements.
- Experience developing user stories, acceptance criteria, test cases, process documentation, and other technical/business artifacts.
- Experience performing functional, integration, regression, and user acceptance testing, including identifying, documenting, and supporting resolution of defects.
- Ability to work effectively with Product Owners, developers, technical leads, testers, customers, and other stakeholders to clarify requirements and resolve issues.
- Experience supporting Department of War (DoW) Planning, Programming, Budget, and Execution (PPBE) processes.
- **Active DoW Secret clearance**

Role & Responsibilities

- Work independently with limited supervision, effectively manage competing priorities, and take ownership of assigned work from initiation through completion.



- Engage directly with customers and end users to elicit, clarify, and validate requirements and identify opportunities to improve business processes and system capabilities.
- Analyze and decompose complex business requirements into clear, actionable, and testable system requirements and user stories.
- Develop acceptance criteria, test cases, process flows, and supporting documentation, and perform functional and system testing to validate requirements and application quality.
- Participate actively in Agile ceremonies and contribute to realistic sprint commitments.
- Provide onsite customer support, testing, requirements gathering, training, and other tasks at the Pentagon as required.
- Support user acceptance activities, training, and other customer engagement activities as needed.
- Identify opportunities to improve business processes, application functionality, team practices, and overall customer experience.
- Continuously develop technical and business knowledge and stay current with business systems analysis, Agile, testing, and application development best practices.
- Remain flexible and adaptable to changing customer priorities, mission requirements, and deadlines in a fast-paced environment.
- Take initiative, communicate proactively, and raise issues early rather than waiting for direction or allowing problems to become blockers.

Additional Expectations

- Strong analytical, problem-solving, decision-making, written, and verbal communication skills, with the ability to communicate effectively with technical and non-technical audiences.
- Ability to translate complex business and customer needs into clear, concise, and actionable requirements while maintaining awareness of broader business objectives.
- Demonstrated ownership, accountability, initiative, and follow-through, with the ability to manage multiple priorities and meet deadlines.
- Ability to work effectively in a remote, collaborative environment and build positive, professional relationships with customers, teammates, and leadership.

