



## Job Description

<b>Job Title</b>	Senior Business Analyst
<b>Department/Division</b>	Client Delivery
<b>Reports To</b>	Manager / Director, Client Delivery
<b>FLSA Status</b>	Exempt <input type="checkbox"/> Supervisory <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### Position Summary:

PDG Consulting (PDGC) is a Los Angeles, California based software consulting firm specializing in custom Web Application Development, Business Intelligence, and Digital Transformation for the Media & Entertainment and Content Distribution industries. We are seeking a Senior Business Analyst with a solid foundation in defining, analyzing, and documenting complex business functionality and processes for enterprise-scale applications. The candidate must be a motivated self-starter and have the ability to operate in a highly collaborative team environment.

If you share our passion for solving complex problems and want to be a part of our energetic and dynamic team, we'd love to hear from you!

### Principle Duties and Responsibilities:

- Solicit requirements from business stakeholders through interviews, workshops, and analyzing existing system functionality, data, processes, and documentation.
- Document business requirements via industry-standard analysis techniques and artifacts including user stories, data / process flow diagrams, object modeling, UI mockups and/or wireframes, and data conversion mapping and transformation rules.
- Provide analysis and recommendations for improving application workflows and manual processes.
- Plan and manage User Acceptance Testing (UAT) including UAT planning, scheduling, and coordination, developing test scenarios and conditions, and managing UAT execution including defect tracking and status reporting.
- Plan and manage user training including the creation of system documentation and training materials and conducting user training.
- Take ownership and accountability for client deliverables.
- Collaborate with stakeholders, business analysts, and developers in an agile environment.
- Provide mentorship and guidance for other team members.

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- Post Covid-19 restrictions are lifted, onsite presence at our / client(s) office is a requirement for this role and our services.
- Ensuring that a healthy, safe, and secure work environment is always maintained and by all staff, in compliance with corporate policies and federal and state regulations.

## Experience, Education & Skills:

### Required:

- B.A / B.S. in Computer Science, Engineering, Information Systems, or related degree program with an emphasis on analytical skills.
- 4+ years of Business Analysis experience.
- Experience working in an Agile SCRUM environment.
- Ability to work independently and communicate effectively with business stakeholders (from day-to-day users to senior management).
- Solid project planning and coordination experience including managing a Product Roadmap and backlog and managing UAT.
- Solid experience with data analysis, data mapping and transformations, and data conversions.
- Strong problem-solving skills - must be able to think critically and independently.
- Excellent written and verbal communication skills.
- Collaboration tools (JIRA, ServiceNow, SharePoint).
- Workflow diagramming tools (Visio, UML, Draw.io).
- MS Office Suite (Word, Excel, PowerPoint).

### Preferred Skills:

- Certified Business Analysis Professional (CBAP) / PMI Professional in Business Analysis (PMI-PBA) / Certified SCRUM Master (CSM) / Certified SCRUM Product Owner (CSPO) certification is a plus.
- Experience in Media and Entertainment or related industries (Content Delivery, Music, etc.) is a plus.
- SQL skills are a plus.

## Other Duties:

- Performs other duties and special projects as assigned.
- PDG Consulting LLC is an Equal Opportunity / Affirmative Action Employer.