Position Profile		
April 5, 2016	Government Systems Analyst – Welfare & Human Services	

Mathtech, Inc. is a strategy and consulting services firm with offices in New Jersey, Virginia, and Arizona. With over 50 years of history serving federal, state, and local government agencies, nonprofit organizations, and commercial ventures, Mathtech has built a solid reputation for successfully completing projects and working collaboratively with our clients.

Mathtech is seeking qualified individuals to join our consulting practice as Business or Technical Analysts. These individuals would work on a client project as part of a team. Duties will include: helping clients define vision and priorities for their organization, develop strategic plans for IT and Operations, review existing processes and recommend improvements, define requirements for new systems, develop Request for Proposal documentation and assist with the procurement process, develop roadmaps for moving to new systems. The qualified applicant will have demonstrated analytical, facilitation, writing, client relationship skills.

Position Responsibilities:

- Understand client business processes and facilitate process review; elicit requirements from clients
- Review historical client documentation regarding processes, requirements and systems
- Document current and future business processes, and business and technical requirements
- Facilitate large group meetings and documentation of outputs
- Write specifications, process flows, business process re-engineering analysis and design documents based on analysis
- Identify, analyze and work with the client to implement or define projects to implement business process improvements
- Identify technical solutions to support process re-design
- Facilitate project issue resolution

Position Requirements:

- Bachelor's Degree
- Business Analysis (IIBA or equivalent) Certification preferred
- 5 years of experience working or consulting in the public sector human services delivery domain
- Experience with public sector human services system modernization projects
- Demonstrated experience with public sector child welfare programs (including knowledge of SACWIS and/or CCWIS standards)
- Experience with IAPD development
- Experience with IBM Jazz for requirements documentation
- Experience with child welfare or human services technology vendor evaluation
- Demonstrated ability to facilitate business operations and technical user groups to elicit requirements
- Demonstrated ability to create process flows, activity diagrams, business requirements, technical requirements and other business and system description documentation
- Public sector procurement experience a plus
- Demonstrated presentation experience to multiple levels within an organization (staff, management, executive)
- Demonstrated initiative and ability to work in a self-directed manner to accomplish objectives
- Demonstrated ability to be organized and multi-task; establish and follow priorities
- Proficiency in using the full Microsoft-based office suite of including SharePoint
- Ability to work on-site at the client site full-time

Work Location: Richmond, VA

Duration: 9-12 months

To apply, respond to recruiting@mathtechinc.com with the Position Title in the subject line of your email; please include a recent resume and a completed Requirements Matrix if attached to this profile.