VISSAT
A Step Above

Senior Business Analyst

CMMI ML3 APPRAISED DEV SVC
Appraisal #69414 | Exp. Feb 14, 2027

CERTIFIED ISO 9001
BUREAU VERITAS

Senior Business Analyst - DoD Clearance Required

Vissat Solutions – Seaside, CA

Job description

Job Summary
We are seeking a Senior Business Analyst to join our team. The ideal candidate will be responsible for analyzing business processes, identifying needs, and developing strategies to meet organizational goals.

Visa: Must be a US citizen
Clearance: DOD public Trust Clearance and/or CAC desirable
Duration: Long Term

Job Types: Full-time, Contract

Duties

- Support project initiatives

- Host weekly project meetings to ensure projects are on track and team members are supported as needed

- Create and update project schedule on a weekly basis

- Validate effort hours

- Be responsible for multiple products/applications from a business analysis standpoint

- Manage/coordinate multiple application releases

- Prepare timelines/schedule and scope for government approval

- Request resources (i.e., QA, tech writer) to support releases

- Review test plans and sign off documents for accuracy

- Manage/coordinate non-maintenance releases

- Develop and maintain project documentation

- Create Requirements Traceability Matrices (RTMs)

- Maintain user stories, epics and Jira entries

- Assist with gathering documentation and artifacts for weekly In-Progress Reviews (IPRs)

- Assist the developers with unit testing

- Perform data analysis and problem resolution

- Report issues in JIRA for tracking purposes

- Provide excellent customer service and integration support with direct interaction and communication with internal and external customers

- Facilitates team meetings

- Ensures completion of project deliverables and contract requirements

- Overseas project work - defining, scheduling, controlling, and updating all project tasks

- Communicates project status to the client via In Status Reports

- Creates and updates Monthly Status Reports

- Works with the Technical Leads to ensure completion of work.

- Responsible for ensuring the establishment of requirements, documentation of requirements, and managing change to requirements throughout the project's life

- Updates and Maintains the Risk, Decisions and Issues log, ensures project risks are handled and mitigated where appropriate

- Reviews the status of all issues, track to closure and escalates where necessary

- Experience with PL/SQL and data analysis.

- Must have a solid working knowledge of Business Intelligence concepts (e.g. reporting, querying software, OLAP, spreadsheets, dashboards, and data mining)

- Maintain user confidence and protect opera

Skills
- Proficiency in business analysis techniques and methodologies
- Strong knowledge of database design principles
- Experience with Tableau or similar data visualization tools
- Familiarity with SDLC processes
- Ability to work with data storage systems
- Knowledge of Python and SQL for data querying and manipulation
- Understanding of linked data concepts for establishing relationships between datasets

Job Types: Full-time, Contract

Pay: $100,000.00 - $110,000.00 per year

Benefits:

- 401(k)

- 401(k) 3% Match

- AD&D insurance

- Dental insurance

- Health insurance

- Health savings account

- Life insurance

- Paid holidays

- Paid sick time

- Paid time off

- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person