

Job Title: Product Business Analyst
Location: Fort Worth TX.
Full Time/Part Time: Full Time
Regular/Temp: Regular

Description:

Salary : DOE

OVERALL RESPONSIBILITIES:

The **Product Business Analyst** (PBA) assesses current business processes, outlines solutions for improvements, and leads/participates in development of new supporting business processes and or software. The PBA's objective is to optimize operational efficiencies in order to meet/exceed customer expectations, improve Leprechaun's operational scalability, and position Leprechaun as a market leader in outsourced HCC management. The PBA will work in conjunction with Leprechaun's Department Managers to outline current processes and identify areas for improvement. The PBA will work closely the Senior Business Analyst to outline and prioritize solutions for improvement.

Principal Accountabilities:

Primary duties include, but are not limited to:

- Facilitate joint application design (JAD) sessions to complete as-is process models and to-be process models
- Create and maintain product workflows
- Identify workflow and business process improvement areas
- Work with the Product Owner to prioritize backlog of improvement initiatives
- Oversee improvement initiatives from beginning to end
- Analyze product expansion ideas and complete ROI reports
- Work with the sales team to respond to request for proposals (RFP) and prepare for meetings with prospects
- Document detailed business objectives and requirements
- Demonstrate a 'can do' approach to problem solving and analysis
- Performs other duties and responsibilities as required.

PRINCIPAL WORKING RELATIONSHIPS:

- Works closely with Product Owner in areas of position responsibility, standards, and escalation of issues.
- Works closely with IT, Professional Services and Vendor Services department personnel

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in Healthcare industry a plus
- Requires solid technical skills in MS Office
- Minimum three years' business analyst experience, including leading cross-functional teams.
- Ability to quickly asses a situation and outline a resolution plan
- Work effectively in a fast paced environment
- Ability to juggle multiple priorities

- Demonstrated ability to make time sensitive, mission critical decisions
- Experience managing business process improvements
- Adept in environment of shifting priorities, demands and timelines; demonstrated ability to use tact through analytical and problem-solving capabilities.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Excellent oral and written communication skills and the ability to present information effectively to groups.
- Ability to take ownership for issues and follow through to resolution
- Excellent prioritization and organization skills

MATERIAL AND EQUIPMENT DIRECTLY USED:

- PC
- MS Office
- MS Project

TYPICAL PHYSICAL DEMANDS:

- Requires prolonged sitting, some bending, stooping and stretching.
- Must be able to lift 50#
- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Requires normal range of hearing and vision to record, prepare and communicate appropriate reports.
- Requires eyesight correctable to 20/20 to read numbers, reports, and computer terminals.
- Requires hearing within normal range for telephone use.

TYPICAL MENTAL DEMANDS:

- Must understand vague and implicit instructions, and react favorably in all work situations.
- Must be adaptable and flexible in dealing with a variety of people; is frequently called upon to handle difficult situations.
- Must be able to communicate providing verbal feedback in a professional manner.
- Requires public contact and excellent interpersonal skills.
- Ability to give, receives and analyzes information, formulate work plans, prepare written materials and articulate goals and action plans.
- Must understand people and be able to communicate effectively with them.
- Ability to receive and analyze data and input into the computer.

Leprechaun LLC is an equal opportunity employer