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# Example of Analysis Specialist Job Description

Our company is growing rapidly and is looking for an analysis specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analysis specialist

* Evaluate and implement actions to simplify and stream-line FP&A processes
* Prepares and maintains audit process documents and details of findings and conclusions
* Reviews eligibility files to verify data (e.g., number of lives, types of coverage, ) against internal records
* Develops and maintains effective relationships with internal function (Maintenance, Production, ) peers
* Analyze business requests/requirements and work with QNXT developers to define functional solutions to address complex business needs
* Develop familiarity with application data and data stores across the HealthCare business and develop expertise in logical data mapping to be applied on Integration projects
* Help to make decisions about the feasibility of various options that are in alignment with strategic goals and application & integration solutions capabilities and purpose
* Provide comprehensive consultation to business unit and IT management and staff at the highest technical level on all phases of the project development cycle
* Clarify requirements for QA and UAT staff
* Work closely with the project manager/scrum master to groom the product backlog

## Qualifications for analysis specialist

* Strategic Problem solving methods (5 Why’s / 7D’s / Ishikawa Fishbone / … )
* A Bachelor’s Degree in Business and an MBA or related business education
* Integrate technical solutions with the business environment, recognizing systems interdependencies, reusability and ensuring seamless delivery
* Assist in translating requirements into test conditions and expected results for product, performance and user acceptance testing
* Serve as a resource for the Business Readiness team during evaluation of training and performance support needs and the design of the training and performance support products
* Manage the development, delivery and/or support of products and services for a range of clients to support them in meeting business objectives/goals