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# Example of Functional Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of functional analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for functional analyst

* Use and maintaining accurate project / work-package / trial / location / study planning in support of functional resourcing (FTEs/OOPs), reporting (via BI/ Cognos /Tableau/Visualization tools), continuous forecasting and business cycles
* Validation of resource drivers, drive data accuracy, support E2E OOPs adjustment process (as applicable), reconciling and maintaining data accuracy for all systems, support process questions around 1-Supply, time reporting and mismatch re-conciliation and any other reporting as needed
* Analyzes functional requirements for initiatives that do not require a change to the core IT&S infrastructure or present significant technical or operational risk
* Develops test cases, test data, traceability matrix, and metrics to ensure all testing requirements are met and documented
* Provides defect reports and input to final test assessment
* Develop domain knowledge to enhance our product solution
* Build and maintain automated tests and test data
* Plan and perform test activities
* Interact with developers, product owners, other functional analysts and other teams to ensure delivery of a sound solution
* The Functional Area Analyst must have experience with the analysis of business, functional, technical, activities, and events

## Qualifications for functional analyst

* Experience in requirement and design management tooling and traceability
* Experience with Agile/Scrum, flowcharts, ERD’s, data models, pseudo code, user stories (UML), lifecycles
* Experience in review techniques is preferred
* Experience in microbiology laboratory environment is preferred
* System development experience is necessary
* Familiar with ISO 13485 and or FDA 21 CFR Part 820 and an accompanying QMS is preferred