



# Example of Senior Technical Analyst Job Description

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Our innovative and growing company is looking to fill the role of senior technical analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior technical analyst

- Perform an independent assessment of the security standards and controls of the MMIS system security, DDI Contractor, and hosting facility
- Participate in and observe project meetings
- Review technical documents from beginning to finished deliverables
- Perform technical systems analysis functions
- Support Weekly Status Report development and Project Management Plan updates
- Interview the project team and program vendors
- Identify, monitor, and update risks or issues
- Support Annual MITA Roadmap Update
- Attend program governance and status meetings as require
- Communicate effectively in written, verbal and pictorial form (such as data flow diagrams)

## Qualifications for senior technical analyst

- Excellent configuration, administration and management skills for SharePoint 2007 (WSS 3.0), 2010
- Possess or be working toward certification in business analysis, CBAP or equivalent
- Understand ITIL-based processes used in AMS
- Understand, learn, and work with a variety of products and technologies

- Prior work in a team-oriented consulting environment
- Be highly self-motivated and capable of working with minimal supervision