



Company: CLR Group Ltd., 8 Eagle Center, Suite 5, O'Fallon, IL, 62269

Contact: Patrick Downey, 618-624-6799 x1, e-mail: pat.downey@clrgroup.com

Position Title: EA Support- Business Analyst

Salary/Hourly Rate: Salary/TBD

Projected Hours: 1880

Benefits: Full

Date: Variable

FLSA Status: Exempt

Position Summary: This position provides Business Analyst support for an Enterprise Architecture tool-set maintained for a large Government client. Position requires solid knowledge of Microsoft Office Suite of products, databases, and web applications. Position is part of a team approach providing the service and requires flexibility in meeting task requirements and short notice deadlines. Position is tied to a fixed contract and is contingent upon receipt of work from the Government client.

Specific Duties and Responsibilities

- Identify, analyze, decompose Regulations and Guidelines to their unique rules
- Running import and export routines on database information
- Resolution of customer problem reports
- Process Business Rules
- Define, validate and de-conflict rules
- Operating and Maintaining database to ensure business rules are current and validated on a recurring basis
- Ensuring coherent rule deployment across a number of business rule applications
- Identifying entities and their relationships that reflect the client's business processes and requirements
- Work with AMC Personnel to enhance rules

Knowledge, Skills, and Abilities

- Ability to read/write/speak/understand English
- Demonstrated proficiency and experience with using computer networks to add and retrieve data
- Ability to implement tasks based on verbal instructions with limited supervision
- Work with site lead to provide accurate and timely production of task deliverables
- Tolerant of change in requirements dictated by customer needs
- Possess effective planning and problem-solving skills
- Multi tasking attitude, equally comfortable operating from within both the technology & business environments
- Demonstrated knowledge of and experience with business processes, System Development Life Cycle and best practices of quality management
- Proficient in Microsoft Office Suite including Word, Excel, MS Access, Visio and Outlook
- Understanding of Microsoft SharePoint

Desired, Skills, and Abilities

- Experience working with Department of Defense Architecture Framework (DoDAF)
- Experience in interfacing with Military clients and organizations

Credentials and Experience

- 5-7 years demonstrated experience; Degree in Information Management, Information Systems Technologies or Computer Science degree or equivalent demonstrated practical experience

Special Requirements

- Ability to obtain and maintain a Secret Security Clearance (active clearance a plus)