

Job Description

Title: Systems Analyst

Reports to: Director, Technology Implementation Services

Division: Technology Implementation Services

FLSA Classification: Exempt

Status: Full-time, direct hire

Salary Grade: TBD

Location: Reston, VA

Travel: up-to 10% of time

Purpose: The Systems Analyst will review either compliance or customer artifacts, understand and define scope for compliance or new customer needs, and elicit functional and non-functional requirements.

Essential Duties and Responsibilities:

- Work with project teams on security and compliance projects.
- Conduct compliance reviews and assessments.
- Work in coordination with the project manager to deliver concurrent compliance, security, processes, auditing, SOC2 and PCI.
- Execute on day-to-day deliverables that support the ongoing compliance needs related to SOC2, PCI, IT policy, compliance, and risk, as well as any new regulatory requirements.
- Work with various IT groups to ensure that IT systems adhere to corporate standards and are following SOC2 and PCI requirements.
- Interface with IT Teams to remediate or mitigate areas of risk, as needed.
- Develop training and awareness programs and materials, and conduct required training around compliance activities.
- Promote awareness and help educate employees on the need to comply with regulatory requirements.
- Research processes and compose/write system requirements for use by the engineering and operations teams.
- Develop and maintain information and documentation related to customer processes and systems.
- Prepare and maintain system documentation in accordance with customer requirements.
- Review system documentation to identify how a change might impact the customer's infrastructure and systems.
- Engage in process modeling and research alternatives for the creation of customer requirements.
- Identify and resolve procedural and process problems with applicable team areas.
- Track and escalate issues as necessary and facilitate resolution.
- Monitor and assist in maintaining project plans and recommend adjustments.
- Ensure that projects follow standards and procedures.
- Team with PMs to identify tasks, milestones and LOEs for assigned projects.
- Serve as a link between the Project Manager and members of the technical team.
- Communicate status to senior management, other impacted project managers, and team members, as appropriate.
- Other duties as assigned;

Qualifications:

- 5 years of systems analyst experience;
- Bachelor's degree or equivalent experience;

- Experience with project management tools; and experience with project/product lifecycle management methodologies including Agile;
- Ability to pass a background check which includes criminal and credit inquiries;

Other desired knowledge, skills or attributes:

- Experience in working with a provider for managed services, including cyber security and enterprise cloud solutions, as well as, consulting services that include application development and database engineering/architecture services.
- Analytical thinking: able to collect, analyze, and draw conclusions from large volumes of seemingly disparate data; able to help develop frameworks describing issues and alternatives simply yet eloquently along with alternatives and recommendations to solve the issues.
- Strategic thinking: focus on organizational efficiency and continuous improvement; research and recommend modifications to processes and potential new methods and approaches.
- Communication: proficient at writing and presentation development; proactively keep PM informed of all issues and decisions; able to interact with multiple levels of management and staff across teams and departments; conducts walkthroughs of requirements, communicate effectively with engineering and operations teams to ensure clear understanding
- Independent thinker: able to fulfill assignments with general guidance and direction; work independently on requirement deliverables with moderate-to-high complexity
- Accountability: Provide accurate input to the project scope, schedule and budget; accountable for the completion of high-quality deliverables on schedule for assigned projects; Demonstrate ownership of problems, issues or requests from start to finish, ensuring that the outcome fully resolves the problem or satisfies the stated need.
- Flexibility: comfortable with changing priorities in support of customer's and or leadership team's needs

The overall well-being of our employees and their families is important, and Neovera provides many valuable benefits, programs and tools to help manage the various phases, developments, and priorities in your life which include:

- Medical and dental insurance coverage;
- FSA- health and dependent care expenses;
- Life insurance;
- Short and long-term disability insurance;
- Generous paid time off;
- 401(k) retirement plan;
- Competitive base salary;
- Discounted gym membership.

About Neovera: Neovera is a trusted provider of complex hosting solutions, leveraging over a decade of unmatched technical expertise in IT consulting and infrastructure managed services. Headquartered in Reston, Virginia, Neovera's clients range from start-up and non-profit organizations, to global media, distance-learning, and financial institutions. Our goal is to assist clients in achieving superior return on their investment with the optimization and management of high-availability IT infrastructure solutions.

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