

**Business Analyst/Scrum Master** | *remote, full-time*

**Summary:** Our team needs a Business Analyst with experience guiding teams through Agile-Scrum. As a Business Analyst, you'll work on a team supporting a big software project with the Department of Veteran's Affairs. You'll collaborate with many different people. The person in this position must be friendly and genuinely interested in the business, project, and needs of others. This means building relationships with clients, learning their business processes, understanding their challenges, and figuring out how technology can help them. The Business Analyst will also be the team's Scrum Master, guiding team members through the Scrum process and ceremonies. Our ideal candidate can identify their team's needs, improve team efficiency, motivate the team, and remove obstacles.

**Grow with Pivotal IT Services!** Are you ready to find new ways to develop technology that encourages innovation and collaboration? Solving the industry's toughest problems requires skilled and diverse teams. At Pivotal, we are always looking for people who enjoy challenges to grow with our team. Our employees can choose to work in our private co-working suite in Raleigh, NC, or 100% remotely from their home. Pivotal, a young and growing woman-owned company, offers several career growth opportunities. We provide competitive compensation and benefits packages. Come grow with us!

**Minimum Qualifications:**

- 3+ years' experience as a Business Analyst working in an Agile environment
- Certified Scrum Master with hands on experience with agile-scrum methods, SAFe Certified preferred
- Adept at facilitating meetings with clients, business users, and technology teams
- Ability to guide the team through agile-scrum practices and values
- Ability to coach the team to higher levels of scrum maturity
- Ability to remove impediments by identifying the right resources and pushing issues to resolution
- Ability to lead multiple scrum teams simultaneously in a remote environment
- Full understanding of the SDLC
- Oversee design and development efforts to ensure build plans, sprint plans, and any other required deliverables are ready on time
- Experience with agile-scrum tools (Jira experience is a plus)
- Candidates will need to obtain Security Clearance of Public Trust once hired

**Duties and Responsibilities:**

- Learn the definition of success for the project and clearly understand the regulations, constraints, and other factors that impact the solution
- Work with business to define the Minimally Viable Product (MVP) and beyond
- Bring a knowledge of human centered design to gather, analyze, and document requirements (user stories, acceptance criteria, workflow process diagrams, and mockups/wireframes)
- Create and refine user stories
- Ensure all members of the scrum team are clear on the contents of the product backlog
- Review related testing documentation (test plans, test scenarios, and test scripts) for requirements coverage and traceability
- Create, review, and update user documentation and training materials
- Provide order of magnitude estimates for idea proposals and change requests
- Work with the team to identify impact of project deliverables on other applications and systems
- Manage project documentation to ensure quality and accuracy
- Ensure project documents conform to standards and are kept current
- Remove impediments or guide team to remove impediments by finding the right personnel to remove them
- Facilitate getting the work done without coercion, assigning, or dictating the work
- Assist with internal and external communication, improving transparency, and disseminating information

**Required Education:** Bachelor's degree in Business or a technical discipline and valid Scrum Master Certification.

**To apply for this position, please send resumes to:** [careers@pivotalits.com](mailto:careers@pivotalits.com)