**PLEASE NOTE: All candidates MUST complete this template in full to demonstrate they meet the minimum qualifications. Candidates will be selected for interview based SOLELY on the contents provide by them on this template.**

**IMPORTANT: It is imperative that you provide specific examples to verify your experience for each of the required qualifications listed below. Please ensure that you have fully described how you meet the qualifications by providing a FULLY DETAILED description of your experience. Any ambiguity, vagueness, or omissions will not be decided in the candidate’s favor.**

**Minimum Qualifications must be met to be considered for an interview.**

| **Minimum Qualification: Fully describe (include specific examples where applicable):**  At least eight (8) years of experience in business systems analysis, implementing all business phases of the Systems Development Life Cycle (SDLC), including planning, analysis, design, implementation, and maintenance. | | | | |
| --- | --- | --- | --- | --- |
| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
|  |  |  |  |  |

**Experience must include the following,**

| **Minimum Qualification: Fully describe (include specific examples where applicable):**  At least two (2) of the eight (8) years of experience must be managing and developing test plans, scenarios, scripts and data; executing tests; and documenting and reviewing test results for system changes. | | | | |
| --- | --- | --- | --- | --- |
| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
|  |  |  |  |  |

**AND**

| **Minimum Qualification: Fully describe (include specific examples where applicable):**  At least two (2) of the eight (8) years of experience must be managing requirements using a requirements traceability matrix. | | | | |
| --- | --- | --- | --- | --- |
| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
|  |  |  |  |  |

**AND**

| **Minimum Qualification: Fully describe (include specific examples where applicable):**  At least one (1) years of supervisory experience. | | | | |
| --- | --- | --- | --- | --- |
| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **EDUCATION:**  A Bachelor’s degree may be substituted for four (4) of the eight (8) years of general business systems analysis experience.  A Certified Business Analyst Professional (CBAP) may be substituted for two (2) of the eight (8) years of general business systems analysis experience. | |
| **College**  Undergrad:  Graduate School | **Degree/Major** |