



**Position Title:** Business Analyst Team Lead

**Reports To:** Technical Program Manager

**Location:** Denver, CO

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Connect for Health Colorado is the state-based health insurance marketplace and support network that allows individuals, families and small employers to compare and purchase health plans from companies including the major health plans in the state in a convenient way. We provide high quality customer assistance by phone and in person, as well as access to federal financial assistance to reduce the cost of health insurance. Our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

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**Position Summary:** The Business Analyst Team Lead will be responsible for ensuring quality software is delivered to production by authoring requirements, reviewing design documentation and partnering with development teams. The role will support the Technical Program Manager by monitoring and ensuring team deliverables are on time and complete. The individual will work closely with Connect for Health Colorado's business stakeholders to identify issues and opportunities for improvement.

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**Position Responsibilities:**

- Author and maintain business requirements.
  - Act as a resource and mentor for business and quality analysts.
  - Monitor and communicate progress on team and project deliverables.
  - Identify and implement process improvements and team development opportunities.
  - Review functional and technical design documentation and identify product and operational impacts.
  - Analyze test results to verify existing and new functionality and make recommendations on corrective actions.
  - Identify and document defects, questionable behavior, errors and inconsistencies with application functionality. Monitor and track defect resolution.
  - Attend regular project and team meetings.
  - Serve as a subject matter expert on system functionality and accuracy.
  - Support multiple teams with critical projects and efforts resulting in broad organizational knowledge and system expertise.
  - Demonstrate overall flexibility, adaptability, balance and well-rounded knowledge based within all facets of the assigned role.
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**Position Requirements:**

- Bachelor's degree in Computer Science or a related discipline.
- 2-3 years business analytics experience and/or equivalent work experience.
- 1-year functioning as a Lead overseeing staff and/or projects.
- Excellent communication and interpersonal skills.
- High level of attention to detail.
- Proficiency in Microsoft Outlook, Word and Excel.
- Ability to learn quickly, work in a fast-paced environment and be flexible and adaptable to change.
- Able to work independently without day to day direction.
- Team oriented with the ability to collaborate effectively with coworkers and project management team.
- Ability to maintain confidentiality of our system and highly sensitive information.
- Knowledge of health insurance industry preferred.
- Information Technology background/education preferred.

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**Work Environment:**

- Typical office setting; the Connect for Health Colorado office is near the intersection of Interstate 25 and 225, with easy access to major roads and public transportation including light rail.
- Work schedule may include some non-traditional hours, weekends and evenings
- Full time position
- On-site during office hours, typically 8am-5pm

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**To Apply:**

Please e-mail resume, cover letter, salary history, and three (3) references to [hireing@c4hco.com](mailto:hireing@c4hco.com). Please include position title in the subject line. No phone calls please.

**Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.**

