CSIS REQUIREMENTS ARCHITECT
(California School Information Services)

DEFINITION
The CSIS Requirements Architect, working under the general guidelines of the CSIS Program and under the direction of CSIS Senior management, has the primary responsibility to elicit, analyze, validate, specify, verify, and manage the needs of the project stakeholders and clients.

The CSIS Requirements Architect is the lead role in the CSIS requirements management process that serves as the conduit between the CSIS client community and the software development team; working to transform client needs into technical specifications.

The CSIS Requirements Architect interfaces with CSIS management, senior staff and clients; and supervises other CSIS staff involved in requirements capture, identification, definition, documentation, analysis and specifications roles.

EXAMPLES OF DUTIES
Elicit requirements using interviews, document analysis, requirements workshops, storyboards, surveys, site visits, business process descriptions, use cases, scenarios, event lists, business analysis, task and workflow analysis, and/or viewpoints;

write requirements specifications according to standard templates, using natural language that is simple, clear, unambiguous, and concise;

decompose high-level business and user requirements into functional requirements, specified in an appropriate level of detail suitable for use by those who must base their work on the requirements;

define quality attributes, external interfaces, constraints, and other nonfunctional requirements;

represent requirements using alternative views, such as analysis models (diagrams), prototypes, or scenarios, where appropriate;

lead requirements analysis and verification, ensuring that requirement statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable, and that they conform to standards;

participate in reviews of work products derived from requirements specifications to ensure that the requirements were interpreted correctly;

participate in the planning, scheduling and evaluation of resources.

QUALIFICATIONS
Knowledge of:
Possess in-depth knowledge of state educational and/or local K-12 operations;

an understanding of contemporary requirements elicitation, analysis, specification, verification, and management practices and the ability to apply them in practice.

Demonstrated ability to:
Critically analyze information and interpret complex relationships, including drilling down from high-level requirements to implementation level details, abstracting up from low-level information to a more general understanding, identifying client needs and translating these into system requirements, distinguishing between user requests and the underlying true needs, critically evaluating the information gathered from multiple sources and reconciling conflicts, and distinguishing solution ideas from requirements;

interview clients, management and technical staff individually and in groups to explore their needs and surface essential requirements information;

listen to what people say, to understand both the content of what is said and to detect what they might be hesitant to say;

validate data obtained via other techniques and expose new areas for elicitation;

write requirements, program documents, reports and correspondence, to effectively communicate information to customers, managers, and technical staff;

mentor other staff members, build teams and work in a team environment, including facilitating and leading requirements meetings.

Experience:
Minimum of three (3) years of experience in Education and/or K-12 Information Technology operations required;

minimum of three (3) years of experience in developing and documenting business and technical requirements required;

extensive practice in designing and/or evaluating complex systems required.

Involvement in large-scale systems design, development and/or operation desired.

Involvement in student information systems design, development and/or operation desired.

Education:
Graduation from an accredited four-year college or university with a major in systems engineering, computer science, information systems, or a related field is required.

Work experience resulting in an equivalent knowledge base may be substituted for the major requirement.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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