

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2006
SALARY SCHEDULE: #85
RANGE: CM 25.0
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,6,8**

**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 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.

The Requirements Architect transforms client needs into technical specifications, and supervises other staff involved in 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 simply, clearly, unambiguously, and concisely;

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 and inspections of requirements documents;

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; familiarity with requirements engineering books and resources.

Ability to:

Demonstrated ability to interpret and communicate complex relationships;

ability to perform interviewing skills, to talk with individuals and groups about their needs and ask the right questions to surface essential requirements information;

listening skills, to understand what people say and to detect what they might be hesitant to say;

analytical skills, to critically evaluate the information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a more general understanding, distinguish presented user requests from the underlying true needs, and distinguish solution ideas from requirements;

observational skills, to validate data obtained via other techniques and expose new areas for elicitation;

writing skills, to communicate information effectively to customers, managers, and technical staff.

Experience:

Minimum of three years experience in developing and documenting business and technical requirements.

Experience must include practice in designing and/or evaluating complex systems, preferably student information systems operations.

Experience in large-scale systems is a plus.

Education:

Requires graduation from an accredited four-year college or university with a major in systems engineering, computer science, information systems, or a related field.

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

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

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

ST:rw

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