



Title: Senior Information Technology Business Systems Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to support the transit District’s mission through effective business, technology, and data analysis, and perform system administration and advanced configuration tasks for enterprise class software systems such as SAP, Trapeze, or SQL server, . This is accomplished by modeling technological aspects of business unit operations, determining business requirements, performing complex systems and data analysis, creating software specifications and prototypes, ensuring stability and integrity of software applications, planning, making and testing software system configuration changes, developing project and software implementation and test plans, training users, and managing information systems projects. Other duties include managing systems, serving as second tier user assistance for enterprise class software systems and mentoring/teaching users of the District’s business applications.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Performs advanced level business and technology analysis by modeling and analyzing information aspects of business unit operations to determine business requirements, researching new technologies, suggesting and creating solutions that solve identified business problems and achieve business objectives, creating software specifications and prototypes, communicating business requirements to software developers, performing data and systems analysis, and ensuring stability and integrity of software systems.	40%
2	S	Creates and implements project plans, plans and implements enterprise class software configuration changes, develops and implements business and system integration and test plans, manages and participates in technology projects, functions as business-technology interface between users and software development staff.	40%
3	S	Performs system administrative tasks by managing enterprise class software systems, serves as second tier user assistance for enterprise class software systems, and mentoring/teaching users of the District’s business applications.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Computer Science, Computer Engineering, Management Information Systems or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of three (3) years of experience performing business technology integration analysis or configuring and maintaining a major enterprise class software system.</p>
Supervision	<p>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or</p>



above. However, it may be obtained from experience and self-study.
Certification & Other Requirements

KNOWLEDGE
<ul style="list-style-type: none"> • Enterprise systems such as, but not limited to, SAP, PeopleSoft, Oracle or Trapeze. • Principles and practices of leadership, mentoring, and conflict resolution. • Principles and practices of producing effective project documentation. • Principles and practices of technical problem solving. • Principles and techniques of software and systems quality assurance and control. • Procedures and methods for testing business functions and system failures. • Process management and project management. • Software development tools such as, but not limited to, Visual Studio .NET, SQL Server, SAP ABAP. • Business Intelligence, Data Analysis, Report Writing.

SKILLS
<ul style="list-style-type: none"> • Enterprise software configuration and customization • Advanced business, systems & data analysis • Project management. • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Analyze and understand users business, technology, hardware and software needs. • Understand, and effectively describe and document, business and technical processes. • Lead or manage business analysis, software development and integration projects. • Perform and/or supervise configuration of enterprise software and hardware systems used by the District (SAP, Trapeze, or SQL). • Negotiate and influence effectively. • Recognize problems, develop recommendations and solutions, and oversee corrections. • Manage time effectively and maintain project schedules.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; equipment
Carrying	R	Supplies; equipment
Pushing/Pulling	R	Equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Retrieving items from lower shelves/ground; making repairs
Twisting	R	From computer to telephone
Climbing	R	Stairs; step stools; onto equipment
Balancing	R	On step equipment
Vision	C	Reading; computer screen
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, vehicle, non-power hand tools, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.