Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4	11/09/15	Open	Action	10/29/15

Subject: Approving Modified Job Description for Senior Information Technology Business Systems Analyst

ISSUE

Whether or not to approve the modified job description for Senior Information Technology Business Systems Analyst.

RECOMMENDED ACTION

Adopt Resolution No. 15-11-____, Approving the Modified Job Description for the Senior Information Technology Business Systems Analyst.

FISCAL IMPACT

There is no fiscal impact as a result of this action.

DISCUSSION

Personnel Action Summary: This proposed action will result in the modification of one existing job description (Senior Information Technology Business Systems Analyst). There will be no fiscal impact or change to the total number of authorized positions as a result of the proposed action.

Information Technology

The Information Technology Department recently reviewed the current Senior Information Technology Business Systems Analyst job description and determined that because of changing system support needs, new equipment and evolving technology, the existing description must be revised and updated to capture these new responsibilities.

Modifications to the job description and essential functions have been made and staff has determined that the compensable factors for this modified job description have not changed, therefore no change to the salary grade for this position is being recommended. There is no fiscal impact associated with this action. The modified job description for the Senior Information Technology Business Systems Analyst is included in Exhibit A.

Modified Job Description

The job description listed below is attached to the Resolution as Exhibit A.

Approved: Presented:

Final 11/4/15
General Manager/CEO   Director, Human Resources

J:\Board Meeting Documents\2015\19 November 9, 2015\APIP 11-09-15.docx

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
4	11/09/15	Open	Action	10/29/15

Subject: Approving Modified Job Description for Senior Information Technology Business Systems Analyst

Previous Job Title	Disposition	New Job Title
Senior Information Technology Business Systems Analyst	Modified	Senior Information Technology Business Systems Analyst

Staff recommends that the Board approve the modified job description.

RESOLUTION NO. 15-11-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

_____November 9, 2015_____

APPROVING THE MODIFIED JOB DESCRIPTION FOR SENIOR INFORMATION TECHNOLOGY BUSINESS SYSTEMS ANALYST

        BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

        THAT, effective November 10, 2015, the modified job description for the Senior Information Technology Business Systems Analyst, attached as Exhibit A, is hereby approved and replaces the existing job description for said position.

_____

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
        Cindy Brooks, Assistant Secretary

EXHIBIT A
Modified Job Descriptions
Effective November 10, 2015

Job Description-Previous Title	Disposition	Job Description - New Title
Senior Information Technology Business Systems Analyst	Modified	Senior Information Technology Business Systems Analyst

Sacramento Regional Transit District

Title: Senior Information Technology Business Systems Analyst
FLSA Status: Exempt

BRIEF DESCRIPTION:
The purpose of this position is to support the District's mission through effective business, technology, and data analysis, and perform system administration and advanced configuration, and end user support for enterprise class and transit specific hardware and software systems, such as; SAP, SQL server, Oracle, Trapeze, Clever Devices, Mentor, and Fare Management systems. 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, working with software vendors and manufacturers for problem identification and resolution, providing end user application support, training users, creating complex reports and managing information systems projects.

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	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
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.

#	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, working with software vendors and manufacturers for problem identification and resolution, creating software specifications and prototypes, communicating business requirements to software developers, performing data and systems analysis, creating complex reports, and ensuring stability and integrity of software systems.	40%
2	S	Creates and implements project plans, designs and implements enterprise class software configuration changes, develops and implements business applications interfaces and system integration, 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, direct user assistance for enterprise class and/or transit software systems, and mentoring/teaching users of the District's business applications. Develops, implements and supports custom enterprise desktop and web applications.	20%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	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. 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.
Experience	A minimum of three (3) years of experience performing business technology integration analysis or configuring and maintaining a major enterprise class software system.
Supervision	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.
Human Collaboration Skills	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.
Freedom to Act	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.
Technical Skills	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.
Budget Responsibility	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.
Reading	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.
Math	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.

Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE

- Enterprise systems such as, but not limited to, SAP, Oracle or Trapeze.
- Principles and practices of leadership, mentoring, and conflict resolution.
- Principles and practices of producing effective project documentation such as, but not limited to, functional requirement documentation, design document and/or system operating procedures.
- 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, project management and implementation.
- Software development tools such as, but not limited to, Visual Studio .NET, SQL Server, SAP ABAP and/or TSQL.
- Business intelligence, data analysis and report writing tools such as, but not limited to, SQL, Reporting Services, MS Access, Excel and/or Crystal Reports.
- Configuring enterprise applications such as, but not limited to, SAP, Trapeze, and/or Fare Management systems as it relates to business process changes.
- Maintaining and administering enterprise application systems such as, but not limited to, SAP (Basis Administration), SQL Server (Database Administration), and/or Oracle (Database Administration).

SKILLS

- Enterprise software configuration and customization.
- Advanced business, systems and data analysis.
- Project management and implementation.
- Advanced word processing and spreadsheet presentation.
- Database management and administration.
- Specialized software related to functional area.

ABILITIES

- 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.
- Negotiate and influence effectively.

- Recognize problems, develop recommendations and solutions, and oversee corrections.
- Manage time effectively and maintain project schedules.
- Communicate clearly and effectively, both orally and in writing, with internal and external contacts.
- Interact professionally with District employees and outside agency representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary **X**	Light	Medium	Heavy	Very Heavy
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

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never

-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

(1) N/A

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

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

-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.