

# Associate Business Systems Analyst- Application Development (O

Job Type: Regular



**Open Date:** 11/01/22

**Primary Recruiter:** Jessica Brown

**Close Date:** 11/09/22 at 12 a.m.

**Compensation:** \$85,798.00 per year

**Level ID:** 4311 App Dev Team 1

**Location:** Molasky Corporate Center

NOTE: The hiring department may consider applicants at the Professional Trainee level. If the Professional Trainee job class is used to fill this position, the successful candidate will be hired as a Professional Trainee on a Limited Term (24 months) basis with the potential opportunity to advance to Associate Business Systems Analyst.

Professional Trainee Salary: \$64,023.00 annually

Minimum Qualifications: Graduation from an accredited college with a Bachelor's Degree in a field directly related to the classification where assigned; or an equivalent combination of training and experience.

Hours of Work: 4/10's, 7 am - 6 pm, M-Th (Possibility for hybrid schedule- Based on operational needs)

The ideal candidate will have the ability to work in a highly collaborative team environment, work with customers to gain an understanding of business systems and processes while partnering with the other business systems analysts and developers to implement applications and integrations; will demonstrate experience implementing IT projects for an enterprise, business analysis skills to support the design, development, implementation, and maintenance of software applications; some experience with SQL for Oracle or MS SQL Server to research or help resolve problems is desirable.

INTRODUCTION: Human Resources will screen applications and supplemental questionnaires. Candidates possessing the strongest skills and experience for this position will be forwarded to the hiring department for further evaluation and to determine who will be invited to the formal interview process. The candidate hired will be required to pass a drug screening, background check and may be required to pass a job-related physical evaluation.

## GENERAL PURPOSE

Under direct and more senior-level supervision, participates in analyzing business processes and reporting requirements and works with users to identify needs for new technology solutions and application modifications and enhancements; participates on application development teams; prepares user documentation and system specifications; participates in applications testing and problem resolution and fixes; provides a variety of user support and training; and performs related duties as assigned.

## DESIRED MINIMUM QUALIFICATIONS

### Knowledge of:

Basic principles and practices of systems analysis and design; business process analysis methods, techniques and tools; District and/or departmental business processes commonly supported by applications; methods and techniques for performing quality assurance and user acceptance testing; database design concepts and standard database software; standard methodology for developing program and user documentation; functions, capabilities, characteristics and limitations of standard computer platforms and devices; methods and techniques for troubleshooting and determining the causes of applications problems and errors; standard business software, including word processing, spreadsheet, presentation, graphics and database programs; principles and practices of

sound business communication.

**Ability to:**

Perform business rule and process analyses and reach sound, logical conclusions regarding user needs and business functional requirements; understand and apply the analysis of functional requirements to development of applications proposals and recommendations; troubleshoot, diagnose and resolve applications problems; set priorities and organize work to complete project responsibilities efficiently and effectively; understand, interpret, explain and apply department, District, state and federal rules, policies, laws and regulations applicable to areas of responsibility; communicate clearly and effectively to diverse audiences of technical and non-technical personnel, orally and in writing; prepare clear, concise and comprehensive reports, documentation and other written materials; exercise sound judgment within established procedures and policy guidelines; use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations; establish and maintain highly effective working relationships with all levels of department and Information Technology staff, vendors, contractors and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in business or public administration, management information systems or a closely related field; and one year of professional experience performing business process analyses and participating in the design, development and implementation of business applications; or an equivalent combination of training and experience. Experience in a government or public utility setting is highly desirable.

**Licenses; Certificates; Special Requirements:**

A valid Nevada driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult and ambiguous problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; and interact with all levels of department and Information Technology staff, vendors, contractors and others encountered in the course of work.