

## JOB DESCRIPTION

DEPARTMENT: INFORMATION SYSTEMS

JOB CODE: IS-A-106

7/2010

JOB TITLE: BUSINESS SYSTEMS ANALYST

JOB SUMMARY: To provide primary technical support for the Munis Finance/Payroll/Human Resources System and all other Relational Database Management System applications including, but not limited to, Vision RMS, Cardinal Tracking, Dataquest, Accuview Application/WebeXtender, FireHouse, and others as directed. Also, this position will support the analysis of business processes from an Information Technology perspective throughout the City and assist in the development / improvement of such processes.

JOB DUTIES INCLUDE:

- Provides primary technical support for the Munis Finance/Payroll/Human Resources Application and Microsoft Windows Operating System, to include installation, creating user security profiles, assisting with Direct Deposit data transfer, and developing SQL queries for customized reporting;
- Provides technical support for the City's other RDBM systems, to include upgrading and implementing ticket tracking software; creating user access security profiles; maintaining data structures and data integrity; performing system performance audits and code enforcement; analyzing and resolving related network problems; creating customized application screens; code scripting and documentation; developing SQL queries for customized reporting; and other technical support duties as required;
- Provide technical support as required to potential multiple financial packages;
- Documents all process and procedures as required by the Director of Information Technology;
- Communicates with software vendors, both technical support and sales as necessary;
- Develops data applications for data exchange between disparate applications and/or secure websites.
- Provide dedicated primary support to Public Safety information technology projects and applications.

- Reviews, modifies, develops electronic government policies/processes for web enabled applications, ensuring data encryption and secure web payment procedures, and establishing security profiles for user access;
- Designs and develops database queries and reports using various reporting tools with an emphasis on utilization of Crystal Reports;
- Evaluate / implement data warehousing options for the city
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE:

- The position requires a Bachelor's degree in Computer Science or related field of study plus a minimum of one year of database design, reporting, and custom programming experience using MS SQL Server and/or Visual Basic.net, and familiarity with Data Conversions/Transformations. Microsoft Windows network administration experience is desired but not required. A combination of education and/or experience will be considered.
- A minimum of four years experience supporting business financial systems that are SQL- , OpenSource- or DB2-based database back ends. Experience with MUNIS / Tyler financial systems is highly desired; candidates with such experience will be given preference. A combination of education experience will be considered.
- Knowledge of general financial practices including GL, AR, AP, Payroll is a must; knowledge of HR practices for Benefits, Training, and related Payroll actions also important, but not required.
- Desired but not required: Certified Database Administrator; Certified System Administrator.

JOB CONDITIONS:

- Data entry or retrieval errors are a risk factor associated with this position; that risk can generally be mitigated towards zero through effective communication, training, and quality control.
- Likely: eye fatigue, stiffness (from prolonged sitting), general fatigue from prolonged sitting or poor posture.
- Office environment: light lifting (up to 25 lbs)

This position is classified as exempt under the FLSA

SALARY

Grade "T"    \$43,500 Min    \$55,706 Mid

Please complete the "Blue" application form available in the Human Resources Department and return on or before August 4, 2010. Job posted 7/29/10