

Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

Information Technology Business Systems Analyst / Senior Information Technology Business Systems Analyst – Trapeze Internal / External

Salary: IT BSA: \$61,512- \$86,148 annually
Senior IT BSA: \$74,460 - \$104,244 annually
(Plus Excellent Benefits)

Posting Date: June 23, 2016 (Thu)
Filing Deadline: Open Until Filled

SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of these positions are to perform specialized professional and technical duties such as business planning, processing and documentation, specification development and integration in support of the District's mission through effective business, technology, and data analysis, 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.

ESSENTIAL FUNCTIONS

IT Business Systems Analyst: Performs configuration and modification of system by conducting development and testing activities in the test and production servers, by executing integration testing, and responding to reports of operational problems and client requests for assistance; creates reports by using a variety of systems and programs; identifies opportunities for improving business processes by reading and keeping up-to-date on business functional areas such as accounting, finance, human resources, materials management, transit operations and planning in order to understand customer system requirements and system feasibility; works with customers and develops software requirement specifications for application development; maintains and/or operates enterprise systems software by applying system updates and patches and/or security settings; works with enterprise systems to resolve technical problems; maintains knowledge currency of enterprise systems as new versions and features are made available; designs, constructs, and deploys SQL queries by utilizing Structures Query Language and DBMS concepts.

Senior IT Business Systems Analyst: 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; 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; 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.

MINIMUM QUALIFICATIONS

Education: IT Business Systems Analyst and Senior IT Business Systems Analyst: Bachelor's degree or equivalent from an accredited college or university 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:

IT Business Systems Analyst: One (1) year of experience in maintaining, configuring, and/or supporting a major enterprise class software system.

Senior IT Business Systems Analyst: Three (3) years of experience performing business technology integration analysis or configuring and maintaining a major enterprise class software system.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Information Technology Business Systems Analyst / Senior Information Technology Business Systems Analyst - Trapeze

Final Filing Date: Open Until Filled

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Limit your answers to no more than two double-spaced typed pages for each question. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe your experience providing technical system administration for large scale software systems such as; ERP, MRP, HRIS, or other enterprise class software systems. In your description, include the systems you have worked with, your role, length of your experience, the employer and dates of employment you performed this function.
2. Describe any experience you may have implementing, managing, maintaining and/or monitoring Transit related applications such as Trapeze, Trip Planner and Scheduling Systems and GPS Tracking Systems. In your description, include the length of your experience, tasks performed, the employer and dates of employment you performed this function.
3. Describe your experience developing reports, queries, and/or scripts for MS SQL or Oracle SQL for enterprise applications and/or database systems. In your description, include the length of your experience, the employer and dates of employment you performed this function.
4. Describe your experience performing project management and/or project implementation tasks for large-scale hardware/software implementation projects. In your description, include the length of your experience, the employer and dates of employment you performed this function.