

Information Technology Business Systems Analyst

Internal/External

Salary: \$67,212- \$94,128 annually
(Plus Excellent Benefits)

Posting Date: March 7, 2019 (Thu)
Filing Deadline: March 20, 2019 (Wed)

SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is 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

- 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.

MINIMUM QUALIFICATIONS

Education: 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: One (1) year of experience in maintaining, configuring, and/or supporting 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 not later than Wednesday, March 20, 2019 at 5:00 p.m. 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)

Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento CA 95816 (916) 556-0298

Sacramento Regional Transit District Supplemental Questionnaire

Information Technology Business Systems Analyst

Final Filing Date: Wednesday, March 20, 2019

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. 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.