

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

November 11, 2020

TITLE: Business Systems Analyst III
EMPLOYMENT TYPE: Exempt
DIVISION: Finance (Information Technology)
PAY RANGE: \$1,913 - \$2,870/weekly (\$99,511 - \$149,267 estimated annual)
APPLICATION DEADLINE: **Friday, December 11, 2020 at 11:59 p.m.**
WORK LOCATION: San Carlos, CA

General Description: The Business Systems Analyst III reports to the Manager, IT Technology and Telecommunications and is responsible for managing information technology business systems and supporting business processes for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (TA).

Examples of Essential Functions:

- Manage the development and implementation of and provide support for business applications, integrations, interfaces, and utilities.
- Collaborate with internal customers and consultants to define the business requirements, scope definition, and project timelines.
- Participate in new release feature and functionality reviews to provide ongoing technical guidance and support.
- Integrate business systems to optimize business solutions and provide technical support.
- Provide technical systems support for to database administrators, analysts, and system support staff.

Examples of Duties:

- Translate business requirements into design documents.
- Train internal users on IT business applications. Monitor user compliance to applicable guidelines.
- Manage enterprise resource planning (ERP) systems, fare collection systems, inventory management systems, and scheduling systems.
- Develop workflows, integrations, custom code, custom queries, and custom reports.
- Perform technical feasibility and user-acceptance testing.
- Data analysis, troubleshooting, debugging, and providing production support for Purchasing, eProcurement, HCM, FSCM, and Time & Labor modules.
- Perform security reviews for access in PeopleSoft.
- Coordinate with other departments on integrated applications as needed.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Minimum Qualifications:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Computer Science, Management Information System (MIS) or other related fields.
- Four (4) years of fulltime direct experience in developing and designing applications and systems and two years in a project management experience.

Preferred Qualifications:

- Experience with any combination of the following technologies: web application development, Oracle and/or SQL server based systems, Supply Chain Management, and SaaS (Software as a Service). PeopleSoft version 9.1 or higher.
- Experience with Microsoft 365, Zoom, and Slack.
- Demonstrated ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Must have effective communication skills.

Selection Process May Include:

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

Benefits:

For additional information on benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

- **Retirement:** Social Security and Membership in California Public Employees' Retirement System (CalPERS) under the 2% @ 60 formula for classic employees or 2% @ 62 for new employees.
- **Cafeteria Health Plans:** 100% District-paid premiums for Dental, Vision, and Group Life Insurance. Medical plan offerings include selections from Anthem, Blue Shield, HealthNet Smart, Kaiser, PERS Choice PPO, and PERS Select PPO.
- **Paid Time Off:** Up to 26 days of accrued Paid Time Off, seven holidays, and up to four floating holidays
- **Other Benefits:** Supplemental life insurance, long-term disability, state disability, workers compensation, 457 deferred compensation plan, flexible spending account, tuition reimbursement, employee assistance program, computer loan, and credit union access.

How To Apply:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, December 11, 2020. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace

environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.