October 18, 2021

TITLE:	**Business Systems Analyst III**
EMPLOYMENT TYPE:	**Exempt (Full-Time)**
DIVISION:	**Information Technology (Finance)**
PAY RANGE:	**$2,117.10 - $3,175.65 per week ($110,089 – $165,134 estimated annual)**
APPLICATION DEADLINE:	**Continuous Recruitment (Open until filled-1st Cut off November 12, 2021)**
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 database administrators, analysts, and system support staff.
- Demonstrated ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXAMPLES OF DUTIES:
- Manage enterprise resource planning Transit Application Systems, ERP systems, fare collection systems, inventory management systems, and scheduling systems.
- Develop workflows, integrations, custom code, custom queries, and custom reports.
- Translate business requirements into design documents.
- Train internal users on IT business applications. Monitor user compliance to applicable guidelines.
- 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 as an Application Administrator.
- Coordinate with other departments on integrated applications as needed.
- Manage Technical Project from inception to completion.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your 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.

SUPERVISION: Works under the supervision of the Manager, IT Technology and Telecommunications, who establishes goals and objectives and evaluates performance.

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.
- Five (5) years of experience in developing and designing applications and systems such as Adobe Creative Suite 6 (CS6), SharePoint and Office 365 Suites, including Visio and Project, etc.
- One (1) year of lead or supervisory experience.

PREFERRED QUALIFICATIONS:
- Experience with any combination of the following technologies: web application development, Oracle and/or SQL server-based systems, Supply Chain Management, SaaS (Software as a Service), .NET, JavaScript, and Hastus.
- Must have effective verbal and written communication skills.
- Experience in implementing Enterprise Content Management Systems (ECMS).
- Experience in Transit Scheduling or Transit Asset Management Systems.
- Experience in BI (Power BI or Tableau).
- Experience in Agenda/Board Management Systems.

SELECTION PROCESS MAY INCLUDE: The selection process may consist of an evaluation of the applicant's qualifications, 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.

CURRENT EMPLOYMENT BENEFITS:
For additional information on SamTrans benefits, please visit, https://www.smctd.com/jobs.html#benefits

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Paid Time Off:	Up to 26 days (PTO) per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:
- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application by 11:59 pm on Friday, November 12, 2021 (1st-cut off). A resume will not be accepted in lieu of the application. Incomplete applications 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 or email written request to hr@samtrans.com.
- 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 encouraged to apply.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306