INTERNAL JOB OPPORTUNITY

POSITION:	BUSINESS ANALYST	JOB POSTING #:	2015-0074

DEPARTMENT:	Information Technology	**UNION:**	543
POSTING TYPE:	Departmental	**JOB CODE:**	543081
POSTING STATUS:	Temporary Full-Time	**POSITION #:**	00004038
# OF POSITIONS:	1	**GRADE/CLASS:**	0.17
SHIFT WORK REQ'D:	No	**SALARY RANGE:**	$30.61 to $36.04 per hour
DEADLINE DATE:	**Friday, March 13, 2015**	**HOURS PER WEEK:**	37.5

DUTIES:

Reporting to the Manager of Project Management and Applications, will be required to plan and manage corporate and departmental projects, analyze business requirements, develop functional specifications, plan and prepare prototypes, review and redesign business processes, define system development using business objectives; define and refine information system specifications and procedures; write reports and correspondence, prepare and deliver presentations. Prepares, plans, organizes, coordinates, and evaluates activities in the Request for Proposal (in accordance to the Purchasing By-Law); Responsible for most areas of project planning, organization and management, including, but not limited to: project estimating, budget preparation, application and project scheduling, development of cost benefit analyses and technical recommendations; departmental coordination, and progress reporting. Will develop and maintain policies, methods and procedures for the use of technology and project implementation; research, recommend and aid in the testing of new information technologies; develop training solutions for corporate users and Technology Services Division staff. Will be required to facilitate discussions, negotiate contracts, prioritize work in projects and balance priorities of multiple projects at the same time. Supervises consultant and internal resources and will be responsible for leading team and managing team through changes impacting the project as well as play the lead role in problem resolution, networking and team building. Will be required to recognize and work with various stakeholder expectations and lead team though stressful and challenging situations successfully. Will be required to provide both verbal and written communication regarding the project, which may include reports and presentation to executive administration and potentially council. Will work with user departments to develop and maintain corporate and departmental strategic technology plans. Maintain amiable relations with the public, user departments, and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Diploma from a Community College or University Degree in Business Administration or Computer Science or Ontario Ministry of Education equivalencies.
- Must have a minimum of 5 years of Business Analysis experience with internet and intranet sites in a business to business environment, including international webhosted applications, for complex and integrated business solutions with a strong understanding of requirements gathering, business process modelling, business process reengineering, business case development, relational databases, networks, security, interfacing as well as the current Business Analysis methodology. This must include a minimum 3 years project management experience involving the initiation, planning, analyzing, executing, monitoring, controlling and closing processes of projects, as well as communication, presentation, team building, contract negotiations, financial management and reporting, decision making and leadership experience in large and complex projects involving a number of stakeholders, resources and deliverables.
- Must be adept in shifting priorities; demonstrate proper conduct in adverse situations to facilitate the most appropriate solution and expediting resolution while taking into consideration mitigating strategies, risks and public impact.

CONTINUED..

INTERNAL JOB OPPORTUNITY

POSITION: BUSINESS ANALYST		**JOB POSTING #:**	**2015-0074**

QUALIFICATIONS CONTINUED..

- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful driver's license is required in accordance with the Highway Traffic Act.
- Must have a demonstrated ability to work with a variety of computer platforms and applications.
- Must be process-oriented and be able to demonstrate strong project management skills.
- Must have proven oral and written communications skills.
- Knowledge of current information systems planning methodologies and municipal government infrastructure will be considered an asset.
- May be required to lift up to 9 lbs.

POSTING SPECIFICS:

Posting Period:
- **Thursday, March 12 at 8:30 AM to Friday, March 13, 2015 at 4:30 PM**
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING POSTING PERIOD**

Who May Apply:
- Current employees of the Information Technology Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:
- Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:
- In person to Matt Caplin, Deputy Chief Information Officer/Manager of Project Management & Applications, 400 City Hall Square East, #206, or by e-mail to mcaplin@city.windsor.on.ca

Update:
- By Human Resources on March 10, 2014

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.