

POSITION: DATA ANALYST**JOB POSTING #:**

DEPARTMENT:	Employment & Social Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543218
POSTING STATUS:	Regular Full-Time	POSITION #:	2603
# OF POSITIONS:	1	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$21.80 to \$25.62 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Supervisor of Administration or designate within the Employment & Social Services Department, will be responsible for effective processing of Social Assistance through the departments computer terminal network. Will prepare, prioritize, and control computer input documents for data entry; maintain an audit trail process for the terminal operations; complete daily transmission and reception between Queen's Park and the City of Windsor; will undertake and distribute daily printing of output documents' monitor cheques in accordance with approved security procedures; select and empty print data file according to established procedures; implement special procedures for users manual where necessary; report operational problems with appropriate support documentation; will liaise with appropriate provincial technological staff to resolve functional problems; and perform other related duties as assigned including input of SDMT computer documents such as Income Reporting Statements. Perform Occupational Health and Safety duties, as outlined in the Corporate Health & Safety program

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies;
- Must have over (3) months experience in a computerized office environment using Microsoft office suite of products including Windows, Word, Excel, Power Point and Outlook;
- Must have a minimum typing speed of 40 w.p.m.
- Past experience, knowledge or general understanding of Social Assistance programs and guidelines as they relate to the Ontario Works Act and other related legislation will be considered an asset;
- Specialized training and or experience on a key to disk entry system will be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none">• In person to the Human Resources Department or one of the Customer Care Centres• By faxing your Job Transfer Form and resume to the Human Resources Department |
| Updated: | <ul style="list-style-type: none">• By Human Resources on November 25, 2013 |