



CITY OF COLTON
invites applications for the position of:

Utilities Business Systems Analyst

SALARY: \$35.70 - \$43.40 Hourly
\$6,188.45 - \$7,522.09 Monthly
\$74,261.41 - \$90,265.14 Annually

DEPARTMENT: Public Works & Utility Services

OPENING DATE: 02/06/23

DEFINITION:

The City of Colton is now recruiting for one (1) full-time Utilities Business Systems Analyst. This recruitment will be used to establish an eligibility list for current and future vacancies.

DESCRIPTION:

Under general supervision, performs a variety of professional, technical and analytical duties in the areas of database management, systems analysis and testing, system troubleshooting and business policies and procedures review. Assists in the implementation of complex computer systems; provides user support and assists in additional system module implementation, including vendor upgrades; provides highly responsible assistance to higher-level management.

DISTINGUISHING CHARACTERISTICS:

The **Utilities Business Systems Analyst** is a professional level class responsible for complex and technical work in database management and the development of system generated reports, system analysis, problem identification, and the recommendation/implementation of solutions.

ESSENTIAL FUNCTIONS:

EXAMPLES OF ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administer, support and trouble shoot Colton's database systems.
- Perform complex system testing, user documentation and implementation of added systems features.
- Perform system analysis for large and complex projects; test and recommend system solutions.
- Analyze and troubleshoot complex system problems/solutions for Colton's databases.
- Prepare and design complex and technical system-generated reports.
- Define and conduct necessary user system training.
- Compile information and perform research related to database operational problems and recommend appropriate solutions.
- Perform necessary procedures and daily activities to evaluate and ensure system data integrity.
- Interact with staff and hardware/software vendors regarding office automation technology and the department needs; write specifications; evaluate equipment and software capabilities; perform cost/benefit analysis; make recommendations to management.
- Review and interpret state and federal legislation and regulations, government accounting standards, financial accounting standards, and the FERC (Federal Energy Regulatory Commission) system of accounts.
- Leads the interface between business needs and technical execution of systems.
- Maintain prompt and regular attendance.
- Perform other related duties as assigned.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

A typical way to obtain this knowledge and experience would be:

Education: Bachelor's degree from an accredited college or university in Information Systems, Information Technology, business administration, or a closely related field is required.

AND

Experience: Two (2) or more years of directly related experience in database administration, management, database support or trouble shooting systems. Experience in a government utility and/or a large business environment in database administration is highly desired.

SPECIAL REQUIREMENTS:

- A valid California Class "C" Driver's License and acceptable driving record at time of appointment and throughout employment in the position is required.
- Certification as a Microsoft Certified Systems Engineer, Microsoft Certified Systems Administrator, or Cisco Certified Network Administrator is highly desired.

ADDITIONAL INFORMATION:

Knowledge of: Database Management, Crystal Reports, SQL, customer information, accounting, fixed assets, work order systems; sound business and finance policies and procedures; principles of computer systems and procedures; principles of internal control; modern database applications, including work asset; applicable Federal, State, and local laws, codes and regulations; occupational hazards and standard safety practices; modern office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; proper English, spelling, and grammar.

Ability to: Develop and design effective system generated reports; prepare detailed analysis of processes and procedures; troubleshoot system problems and recommend solutions; perform operation analysis of procedures; develop procedures and training materials; communicate effectively orally and in writing; establish and maintain effective working relationships; recommend system and procedural solutions; analyze complex issues and develop and implement appropriate responses; prepare clear and concise administrative and financial reports; apply applicable laws, codes, and regulations; work independently; understand and follow verbal and written instructions; effectively operate standard office equipment to include computers and applicable software.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.coltonca.gov>

Position #22/23-00084
UTILITIES BUSINESS SYSTEMS ANALYST
ER

650 N. La Cadena Drive
Colton, CA 92324
(909) 370-5062

hrdept@coltonca.gov

Utilities Business Systems Analyst Supplemental Questionnaire

- * 1. Please describe your experience implementing new software and/or systems.
- * 2. Describe your experience with database management and complex data analysis.
- * 3. Do you possess a valid California Class C Driver's License and acceptable driving record?
 Yes No
- * 4. Do you possess a bachelor's degree in Information Systems, Information Technology, Business Administration, or a closely related field? If yes, please list major.
 Yes No
- * Required Question