



## ***BUSINESS ANALYST - APPLICATIONS***

***(Temporary)***

*Effective Immediately to December 31, 2025, approximately*

<b>Competition #:</b>	219-COV-23
<b>Closing Date:</b>	Internal applicants – December 8, 2023 External applicants – December 15, 2023
<b>Rate of Pay:</b>	\$40.61 per hour (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
<b>Band:</b>	11 – Schedule A (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
<b>Days/Hours:</b>	Monday to Friday / 35 hours per week

Reporting to the Coordinator, Information Systems, this position provides support and performs custom software development/scripting primarily focused on enterprise applications, public-facing online services and smart city projects. The Business Analyst - Applications supports council-lead initiatives in collaboration with city staff to enhance and improve internal systems and business processes. They are also an integral part of the development team and contribute to the ongoing development and success of the Land Management, ERP/HCM, ERMS, Microsoft 365, and other enterprise systems.

### **Duties Include:**

- Administers and customizes existing business applications to support internal staff and improve service delivery to the public including the review, analysis and enhancement of business processes.
- Coordinates and performs the implementation of new applications, including configuration, testing, and deployment. Provides end-user training, documentation, and technical support to ensure the effective adoption and utilization of the implemented applications.
- Collaborates with stakeholders and team members to perform ongoing maintenance, security patches, and performance tuning of business applications and systems.
- Coordinates smart city initiatives in collaboration with the Economic Development team.
- Researches, evaluates, and recommends software applications and solutions that align with the City's needs and objectives.
- Conducts ongoing technical system audits and tracks and reports anomalies of the impacted system(s) ensuring the appropriate security measures are taken.

- Works with team members, internal staff, vendors, and contractors to maintain and troubleshoot interactions and integration points between various enterprise systems, databases, and other technologies.
- Designs and generates reports and other data visualizations, working closely with staff to understand their reporting requirements and specific needs.
- Designs and develops automated scripts for interfaces and notifications.
- Writes SQL scripts to perform data extractions, queries and basic database updates.
- Documents all procedures and related technical resolutions promptly and ensures documentation is relevant and current.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Diploma in information technology or equivalent.
- Minimum five (5) years' experience in an advanced enterprise environment, including of which two (2) years' experience with web development technologies, including HTML5, CSS3, JavaScript, JQuery, JSON, XML & XSLT, AJAX, API endpoints, and T-SQL.
- Valid BC Drivers' License, Class 5.
- A combination of related education and experience may be considered.

**Required Knowledge, Skills and Abilities:**

- Maintains the City's highest standards of confidentiality and trust.
- Demonstrated analytical knowledge of Microsoft Enterprise infrastructure design.
- Thorough knowledge of SQL server tools.
- Practical knowledge and experience with current Windows Server environments, SQL, and corporate mail systems.
- Excellent interpersonal and communication skills with a commitment to teamwork and customer service.
- Ability to obtain and maintain an acceptable criminal record check.

**Preferred Education and Experience:**

- Web application development.
- Advanced Microsoft 365 administration.
- SQL database administration background.
- Working knowledge of Tempest and Workday.
- Experience with web application firewall administration.
- Project management experience.

**To Apply:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

**Internal Applicants:**

- Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!