

Recruitment Details

The City of Winnipeg is a vibrant and dynamic organization with many opportunities!

We offer a diverse and welcoming work environment that delivers quality services to our citizens.

Business Systems Analyst (Temporary - up to 15 months)

Corporate Support Services

Posting No: 116926

Closing Date: July 23, 2018

Job Profile

Under the General Direction of the Supervisor of Business Systems Analysis, the Business Systems Analyst is responsible for soliciting, communicating, analyzing, and documenting the needs of various business stakeholders. The Business Systems Analyst will gather and elicit business needs, goals, and requirements, analyze and design business processes, develop project documentation, and develop test plans for various business initiatives.

As the *Business Systems Analyst* you will:

- Meet with decision makers, systems owners, and end users to define business needs and systems goals
- Meet with subject matter experts, technical staff, and other stakeholders to understand, document, and communicate requirements to address defined goals.
- Solicit goals and requirements through interviews, workshops, and reviews of existing documentation/procedures.
- Perform gap analysis, documenting existing business processes and analyzing the effectiveness and efficiency of these processes.
- Create process models, specifications, diagrams, and charts to provide direction and support business process improvement.
- Integrate new and existing technology into business processes.
- Develop and support the creation of Request for Proposals (RFP) and Business Cases.
- Prepare test plans and provide guidance in user acceptance testing.
- Develop departmental computer standards and policies.
- Document the technical and operational environment.
- Prepare service requests and service response documents.
- Perform other related duties consistent with the classification, as assigned.

Your education and qualifications include:

- A University Degree in a related discipline (Computer Science, Engineering or Business Administration) or an equivalent combination of training and experience.
- At least 3 years of progressive business systems analysis experience (including business process modeling).
- Experience in identification of strategic business needs/goals, process enhancement, and data analysis.
- Experience in creating test plans, writing test cases and software application testing
- Strong interpersonal skills and written and verbal communication skills with the ability to facilitate discussions.
- Possess a strong knowledge of IT concepts and IT project life cycle.
- Demonstrated ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy.

Conditions of employment:

- A Personal Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense.

CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Cover Letter

Applications submitted without REQUIRED documentation will not be considered.

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30 P.M., Monday, July 23, 2018.**

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is:

Salary Schedule A1 \$2,571.12 - \$3,452.96 Biweekly (Grade 3)*

Salary Schedule A2 \$2,571.12 - \$3,366.15 Biweekly (Grade 3)*

1. *Salary Schedule A-1 will apply to employees of the City hired prior to October 21, 2001. Salary Schedule A-2 will apply to all other employees of the City. Salary Schedule A-2 will apply to all WAPSO employees who are promoted regardless of date of hire with the City.

2. Applicants may be required to undergo testing to determine their knowledge, abilities and skills as they relate to the qualifications of the position.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.