



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: **18-069**  
 DATE: July 26, 2018

<b>Position Title:</b> <b>System Analyst /</b> <b>Sr. System Analyst</b> (Multiple positions)		<b>Location:</b> St. Phillip Street	<b>Status:</b> Established Position, Full-time
<b>Salary Range:</b> See Below	<b>Grade:</b> See Below	<b>Department:</b> Information Technology	<b>Core Hours:</b> 8:00 am – 5:00 pm

**APPLICATIONS ACCEPTED THROUGH FRIDAY, AUGUST 10, 2018.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Responsible for the design, implementation and system execution of companywide computer information systems. These systems involve enterprise-wide multi-platform distributed computer applications. This position has full responsibility for system team management.

**Essential Functions:**

- Provide significant input to policies, practices, and projects involving production computer operations
- Establish a common understanding of workflow applications processes within multiple project environments
- Create documentation with regard to processes, change management requests, and incident resolutions
- Direct and assist DBA with design, creation, and maintenance of databases per project and application needs
- Direct and assist gathering and developing specifications/requirements for projects and applications as needed.
- Develop and maintain strong relationships with key process owners and subject matter experts in order to regularly review customer satisfaction, project priorities, service needs, process improvements, etc.
- Routine daily maintenance of existing sites and applications.
- Create, manage and attend project meetings with users.
- Take ownership of daily project needs and communications.
- Communicate project status and deliverables with managers and users.
- Use standard development tools (currently ASP.Net, C#, Angular, Python, Powershell scripting, T-SQL, HTML5, CSS3, etc.) per project needs.
- Manage project tasks, timelines, and communication.
- Other tasks as needed for successful project completion.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.
- If Operations-focused position:
  - Direct the analysis, design, and integration of new and existing information systems, commercial-off-the-shelf (COTS), and development software including but not limited to Cityworks CMMS and PLL, EAM CMMS, LIMS, WIMS, GraniteNet, ESRI GIS, PowerPlan/AMP, SharePoint, Neptune N\_Sight, SCADA
- If Administrative-focused position:
  - Direct the analysis, design, and integration of new and existing information systems, commercial-off-the-shelf (COTS), and development software including but not limited to corporate ERP, Billing, CRM, general ledger, asset management, contracts, projects, and accounts receivable applications
  - Work with key process owners to streamline, document, and improve existing and new processes leveraging our current ERP platform.
  - Create and develop interfaces designed to integrate with implemented ERP

- Design, develop and execute data migration processes and integrations to legacy systems
- Design and develop SSRS or Crystal web based reports

### **Additional Duties**

- Perform other related duties as assigned.

### **Physical Requirements, Activities, and Working Conditions**

- Ability to operate a personal computer including keyboard and mouse.
- Ability to visually read computer monitor.
- Must be able to remain seated and operate a personal computer for extended periods of time.
- Ability to reach to a height of 5 feet for mounting of tape drives.
- Ability to maneuver and transport 35 lbs. to include a box of paper into a mainframe printer. Objects greater than 50 lbs require a two-person operation.
- Ability to type 40 words per minute.
- Ability to receive detailed information through oral communication, written definitions and examples.
- Ability to convey detailed information to co-workers and customers accurately and quickly.
- Ability to operate and maintain motor vehicles.

### **Education and Experience**

- Ability to manage and develop complex projects independently.

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## **SYSTEMS ANALYST**

**Salary Range:** \$53,331.20 (\$25.64/hr) - \$82,680.00 (\$39.75/hr)

The candidate demonstrating the following abilities may be placed at a **Grade 110:**

- Bachelors Degree in a Computer related field or Mathematics, OR an Associate Degree in Computer Science, three (3) years experience as a programmer.
- Thorough and complete knowledge of all technical development tools, backup/recovery techniques, and operating/network system platforms used in system development at CWS.
- Thorough knowledge of MS SQL, Power Builder, .NET, Java and HTML5.
- Knowledge of Windows operating systems, MS Word, MS Excel, ANSI standard SQL.
- Knowledge of computer operations and application run procedures.

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## **SR. SYSTEMS ANALYST**

**Salary Range:** \$59,196.80 (\$28.46/hr) - \$91,748.80 (\$44.11/hr)

The candidate demonstrating the following abilities may be placed at a **Grade 111:**

- Bachelor degree or equivalent in a computer science or related field, two years' experience in applications development managing medium to large scale projects - OR - an associate degree in computer science or related field and five years' experience in applications development of which at least two years are managing medium to large scale projects
- Web development experience, using Angular, HTML5, JavaScript, CSS3, ASP.Net, C#, and T-SQL preferred (Education may be considered in lieu of experience).
- Candidates should have proven .NET experience as well as a solid understanding of Object Oriented Design and Programming.
- A solid understanding of web application development processes, from the layout/user interface to relational database structures.
- Experience working in a Windows network environment
- Strong communication and writing skills.
- Ability to communicate directly with peers, managers, and users while leading development to a completed and successful solution.

- Strong organization skills to manage multiple timelines and complete tasks quickly within the constraints of clients' timelines and budgets.
- Awareness and pride in 100% user satisfaction.
- Experience in SharePoint, ArcGIS, zOS 2.x, MVS or COBOL is preferred but not required.
- Ability to manage and develop complex projects independently.

#### **Licenses, Certifications, Registrations**

- Valid South Carolina Driver's License required.

#### **Training Needs:**

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

#### **Potential Career Path:**

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Director of Information Technology

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#### **Computer Skills: Advanced**

To perform this job successfully, an individual should have a **thorough knowledge** of Microsoft Windows, Outlook, Excel and Word or similar software, *i.e.* Mainframe System Program, CMMS, other specialized software.

#### **Mathematical Skills: Advanced**

Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations. Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc. Ability to calculate statistics, trends and make projections.

#### **Supervisory Responsibilities: None**

This job has no supervisory responsibilities.

#### **Safety Sensitive Position: No**

#### **Decision-making Authority: Procedural (Exempt)**

Follows general policies and procedures and makes regular decisions impacting subjects or employees under their responsibility. The employee may collect data, establish facts and draw conclusions on which to base decisions. The decisions affect the immediate workgroup or customer involved and may impact the operations of the division or organization. Decisions may be reviewed and reversed by a higher authority.

#### **Reasoning Ability: Advanced**

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

#### **Language Skills: Advanced**

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, The Commissioners and the general public.

#### **Environmental Sensitive Position: No**

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.