

SYSTEMS ANALYST-SENIOR

Milwaukee Police Department

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

PURPOSE:

This position is responsible for the research, design, implementation, monitoring and maintenance of all computer systems and software applications in support of the achievement of the business requirements of the Milwaukee Police Department.

ESSENTIAL FUNCTIONS:

20%

- Monitor and maintain data integrity and security in various database applications including ORACLE and SQL.
- Analyze, design, program and maintain information systems and peripherals.
- Perform and implement systems maintenance, making program modifications as necessary to meet user requirements; review and modify programs to correct errors and improve efficiency and cost effectiveness.

30%

- Assist with application systems upgrades including planning, testing and implementing vendor and Departmental changes.
- Develop and maintain effective communication within a team environment on related projects and activities. Work with IT Division personnel to plan and install software upgrades and move databases to the Department standard version based on availability of software upgrade and compatibility with vendor purchased application systems. In collaboration with internal users and Divisions, assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project by project basis.
- Assist in defining software development project plans, including scoping, scheduling and implementation. Plan phases of the software development life cycle (SDLC) for assigned projects.
- Research, identify, analyze and fulfill application requirements of internal and external program users.

20%

- Member of team involved in the quality assurance of program logic, data processing and error resolution.
- Take an active role in cross-department projects.
- Serve as liaison with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues and with network administrators, systems analysts and software engineers to assist in resolving problems with software products or department software systems.

30%

- Write programming scripts to enhance functionality and/or performance of Department applications as necessary.
- Design, run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement and general debugging. Administer and report the critical analysis of test results and, where assigned, deliver solutions to problems areas.
- Generate statistics and write reports for management and/or team members.
- Cultivate and disseminate knowledge of application development best practices.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Information Management, Computer Science, Mathematics, Business Administration, or other closely related field from an accredited college or university. **NOTE: College transcripts are required. They may be either attached to the application or sent to the person whose name is listed at the end of the application. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**
2. Two years of professional systems analysis experience preferably involving Oracle database administration and experience with UNIX & XML.

NOTE: Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of Oracle and SQL
- Knowledge of UNIX and XML
- Knowledge of (proficient and technically fluent) in a variety of programming languages including C, C++, Java, .Net, Visual Basic, C Sharp
- Knowledge of current internet technologies, including TCP/IP, HTTP, and SNMP

Systems Analyst – Senior (Milwaukee Police Department)

- Knowledge of coding methods and best practices
- Knowledge of Crystal Reports and SSRS
- Knowledge of relational database and operating systems experience with Linux and Microsoft Server 2000 and above
- Knowledge of database development, maintenance, recovery and restoration
- Knowledge of technologies directly related to database security
- Knowledge of applicable data privacy laws/practices
- Ability to prioritize and execute tasks in a high pressure environment
- Knowledge of platforms such as Records Management Systems and Computer Aided Dispatch
- Ability to identify, troubleshoot, and resolve hardware/software problems
- Ability to develop test cases and test plans
- Ability to provide end user support
- Ability to remain current with the latest developments in technology
- Ability to recommend technical changes to MPD infrastructure
- Systems analysis skills
- Project management skills
- Interpersonal skills; customer service skills
- Analytical skills
- Written communication skills
- Ability to work both independently and as part of a team
- Problem solving ability
- Oral Communications skills
- Knowledge of enterprise applications, including Microsoft Office, Microsoft Access and Microsoft Project

SALARY: The current starting salary (PG2IX) is \$57,884 annually for City of Milwaukee residents. The non-resident starting salary is \$57,028 annually. The salary is accompanied by an excellent benefits package. Appointment may be above the minimum of the range depending upon experience.

The City of Milwaukee provides a comprehensive benefit program which includes a Defined Benefit Pension Plan, 457 Deferred Compensation Plan, Health and Dental Insurance, Long Term Disability Insurance, Group Life Insurance, Tuition Benefits, Paid Vacation, 11 Paid Holidays, Paid Sick Leave and other paid leaves.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.

The Department will begin reviewing applications as soon as practicable after **May 2, 2014**. Applications will be accepted on a continual basis until the needs of the Department have been met. Qualified candidates will be notified of the date, time and place of the examination. Persons offered employment must pass a background investigation, medical examination and a pre-employment drug test as a condition of employment.

- ***NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact (414)286-3751.*

APPLICATION PROCEDURE:

- ◆ Applications may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.
- ◆ Applications should be returned to: **Katrina Whittley, Human Resources Analyst, Milwaukee Police Department, Human Resources Division, Room 427, 749 W. State Street, Milwaukee WI 53233**. Receipts of applications may be discontinued at any time without prior notice; however, recruitment may continue until the needs of the Department have been met.