

SYSTEMS ANALYST – SENIOR

Information Technology & Management Division

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Responsible for the effective use of the Oracle PeopleSoft applications to provide accurate and timely data and improve efficiency in City departments.

ESSENTIAL FUNCTIONS:

10% Project Management

- Create project plans to manage assigned projects. Responsible for project completion on time within budget and for managing resources assigned to project.

35% Analysis

- Analyze needs, desires, problems and application requirements and determine appropriate solution within the application. Work with user in identifying source of problem and determining proper solution.

20% Design

- Create detailed designs for projects, information technology applications, interfaces, and programs.

10% Documentation

- Document procedures, best practices, training materials to further enhance the ongoing operation of the system.

20% Communication

- Works closely with coworkers and customers, follows up on issues and concerns, and keeps customers informed. Fully informs managers about time, activities and status. Provides reports and presentations, both written and oral.

5% Skills enhancement

- Enhance current skills and provide cross-training to other team members.
- Perform other duties as assigned.

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 a closely related field.
 - **NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box SAS, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**
2. A minimum of two years of professional systems analysis experience in Enterprise systems related to financials and/or human resources, including HR, payroll, and benefits administration, and project management methods and procedures.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

Systems Analyst – Senior (DOA-ITMD)

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS REQUIRED:

- Knowledge of Oracle/PeopleSoft Enterprise suites for Financial and HRMS
- Knowledge of Oracle, SQR, SQL, PeopleTools and other PeopleSoft-related utilities
- Knowledge of project management and system design tools
- Analytical skills
- Complex problem solving skills
- Organizing, planning and prioritizing work skills
- Leadership/training skills
- Interpersonal skills, including customer service skills
- Project management skills
- Oral and written communication skills
- Ability to estimate resource requirements
- Ability to remain current with developments in technology

THE CURRENT SALARY RANGE (PG 2IX) is \$57,028 to \$79,836 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **May 31, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information can be obtained in person or via mail from 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.

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