
Non-Union

Job Title: Systems Analyst

Job Opening Id: 4505

Business Unit: Corporate Services

Location: Headquarters Campbell West

Full/Part Time: Full-Time

Salary Grade: 5

Post Date: 2025-02-10

Required: 1

Division: I.T. Solutions

Standard Hours: 35.00 / week

Regular/Temporary: Temporary

Salary Range: \$ 74,780.00 - \$ 87,980.00

Close Date: 2025-02-23

SALARY IS CURRENTLY UNDER REVIEW

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

Approximate Duration: 24 months

Job Summary

Reporting to the Manager Applications, the Systems Analyst is responsible for providing technical support to the Senior Systems Analyst and Senior Application Architect, conducting feasibility studies and analyses and providing programming and systems development support.

Education

- Post-secondary degree in Information Technology, Computer Science or other related field of study.

Knowledge

- Minimum of 5 years programming and systems analysis experience in an on-line multi-user environment in a medium sized IT Department.
- Minimum of 3 years' experience in a Microsoft and/or PeopleSoft development environment.
- Knowledge of Microsoft, Oracle and PeopleSoft and report writer tools, ERP, CRM and ECM, and MSSQL Server.
- MCSD (Microsoft Certified Solutions Developer) or similar designation is preferred.
- Other Microsoft Certifications (such as MCP in ASP.NET or MCAD or MSSD using VB.NET, or others) is preferred.
- Knowledge of .NET, HTML, JavaScript, jQuery, Sharepoint, and MSSQL is preferred.

Responsibilities

Provides input to design solutions (new development, enhancement, maintenance) in accordance with standards.

- Conducts feasibility studies, reviewing, analyzing and occasionally developing or modifying systems, including encoding, testing, debugging and installing to support application systems.
- Writes documentation to describe custom configuration of applications and operating procedures to liaison with 3rd party application development consultants.
- Participates in the modeling of data in conjunction with the DBA and the Senior Systems Analyst.
- Implements systems, writing program specifications and designing test plans in collaboration with the Business Support Analyst.
- Provides direction and guidance on the use of the various technologies for process improvements, usability and accessibility.

In collaboration with other IT Team members, designs new development, enhancement and maintenance applications, including Niagara Region's online presence (internet, intranet, extranet) and related web applications in accordance with standards.

- Develops application design elements, identifying detailed functions, developing work methods and procedures, defining interface requirements within and between systems, determining inputs and source documents, and determining implementation and conversion plans.
- Develops application designs, writing conversion programs, determining utilities and procedures needed, assisting in troubleshooting software application issues, and develops and maintains technical documentation and procedures for applications to support the applications.
- Prepares documentation for turnover to user support and operations.

- Develops and implements web standards and processes for the corporation in regards to content, design, accessibility, search engine optimization and usability.

Tests and debugs systems, developing test data, predicting results, running tests and verifying and documenting results.

- Maintains, enhances and corrects errors in existing systems.
- Identifies and solves application, user or operator related problems.

Develops and maintains technical documentation for applications in accordance with standards.

- Writes technical procedures and documentation for the applications including operations, user guide, etc.
- Produces technical documentation for new and existing applications.

Identifies when existing practices in business processes in the corporation are no longer sufficient or productive and offers creative solutions, based on statistical analyses and evaluations.

- Educates staff on current and emerging web and other technologies.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#41505** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **February 23, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.