Business Analyst - Applications (Temporary)

Job Requisition	JR-2026-321 Business Analyst - Applications (Temporary) (Open)
Job Family	CUPE
Start Date	2026-11-19
End Date	2026-12-04
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Business-Analyst---Applications--Regular-_JR-2026-321

Description

Internal Closing Date:

Nov 27, 2026

External Closing Date:

Dec 4, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

46.09

Minimum Weekly Hours:

35

Temporary. Eighteen (18) months.

Reporting to the Manager, Enterprise Digital Transformation, this position provides support and performs custom software development/scripting primarily focused on enterprise applications, public-facing online services and smart city projects. The Business Analyst - Applications supports council-lead initiatives in collaboration with city staff to enhance and improve internal systems and business processes. They are also an integral part of the development team and contribute to the ongoing development and success of the Land Management, ERP/HCM, ERMS, Microsoft 365, and other enterprise systems.

Duties Include:

- Administers and customizes existing business applications to support internal staff and improve service delivery to the public including the review, analysis and enhancement of business processes.
- Coordinates and performs the implementation of new applications, including configuration, testing, and deployment. Provides end-user training, documentation, and technical support to ensure the effective adoption and utilization of the implemented applications.
- Collaborates with stakeholders and team members to perform ongoing maintenance, security patches, and performance tuning of business applications and systems.
- Develops and implements digital application forms and online workflows.
- Researches, evaluates, and recommends software applications and solutions that align with the City’s needs and objectives.
- Conducts ongoing technical system audits and tracks and reports anomalies of the impacted system(s) ensuring the appropriate security measures are taken.
- Works with team members, internal staff, vendors, and contractors to maintain and

troubleshoot interactions and integration points between various enterprise systems, databases, and other technologies.
- Designs and generates reports and other data visualizations, working closely with staff to understand their reporting requirements and specific needs.
- Designs and develops automated scripts for interfaces and notifications.
- Writes SQL scripts to perform data extractions, queries and bsic database updates.
- Documents all procedures and related technical resolutions promptly and ensures documentation is relevant and current.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma in information technology or equivalent.
- Minimum five (5) years' experience in an advanced enterprise environment, including of which two (2) years' experience with web development technologies.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Maintains the City's highest standards of confidentiality and trust
- Demonstrated analytical knowledge of Microsoft Enterprise infrastructure design
- Thorough knowledge of SQL server tools
- Practical knowledge and experience with current Windows Server environments, SQL, and corporate mail systems.
- Excellent interpersonal and communication skills with a commitment to teamwork and customer service
- Ability to obtain and maintain an acceptable criminal record check

Preferred Education and Experience:

- Web application development
- Advanced Microsoft 365 administration
- SQL database administration background
- Working knowledge of Tempest and Workday
- Experience with web application firewall administration
- Project management experience

To Apply:
Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type Fixed Term (Over 1 Year) (Fixed Term)
Location Community Services Building
Time Type Full time
Locations

Supervisory Organization Enterprise Digital Transformation