

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/about-samtrans/jobs>
Employment Hotline 650-508-6308

October 7, 2022

TITLE: Application Systems Analyst III
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Information Technology
APPLICATION DEADLINE: **Sunday, November 6, 2022**
PAY RANGE: \$5,174.57 - \$2,870.51 Weekly, \$99,511 - \$149,267 Estimated Annual
WORK LOCATION: San Carlos, CA

GENERAL: The Application Systems Analyst III is responsible for managing information technology business systems and supporting business processes for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (JPB), and the San Mateo County Transportation Authority (TA). The Application Systems Analyst III will be responsible for designing, programming, integrating, testing, supporting, and maintaining the Transit Asset Management applications, and other transit management applications for the public transit industry.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Acts as technical team leader and maintains responsibility for analysis, design, and implementation of projects as assigned, including complex and highly specialized applications
- Manage the development and implementation of and provide support for business applications, integrations, interfaces, and utilities.
- Collaborate with internal customers and consultants to define the business requirements, scope definition, and project timelines.
- Participate in new release feature and functionality reviews to provide ongoing technical guidance and support.
- Integrate business systems to optimize business solutions and provide technical support.
- Provide technical systems support for database administrators, analysts, and system support staff.
- Demonstrated ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Maintains the sensitivity and confidentiality of data and systems architecture environment
- Provides technical assistance and performs end user troubleshooting for bug fixes and technological enhancements
- Participates in the evaluation, configuration, implementation, and integration of commercial off-the-shelf (COTS) software

EXAMPLES OF DUTIES:

- Function as a central point of contact for Business users, SamTrans IT support and software vendors
- Act as a key technology player in the strategic management and the evolution of Transit Asset Management Applications
- Develop and implement a strategy for Transit Software systems, looking at existing business practices and processes and facilitating or prompting work redesigns where appropriate across multiple applications (E.G. Trapeze, Hexagon, Infor, Conduent, etc.)
- Lead discussion and assist in making decisions on application data relationships required for managing the integrity of data representing the transit service network
- Advocate for and track the needs (including training needs) of the Application user community

- Steer the business community in achieving digital transformation and streamline their operations towards productive/optimal workflow practices within and across multiple user groups
- Translate business requirements into technical design documents.
- Train internal users on IT business applications. Monitor user compliance to applicable guidelines.
- Develop and maintain an awareness of operational system issues and resolve in an expedited manner
- Manage enterprise EAM systems, inventory management systems, and transit scheduling systems.
- Develop workflows, integrations, custom code, custom queries, and custom reports.
- Perform technical feasibility and user-acceptance testing.
- Coordinate with other departments on integrated applications as needed.
- Perform other duties as assigned.
- Provide technical project management across multiple projects and concurrent tasks
- Identify and lead the implementation of new and creative solutions that are compatible with current and future technologies
- Analyze and evaluate system changes to determine feasibility
- Analyze situations, identify problems, and recommend and implement solutions in a cost-effective manner
- Clearly define system integration and interface requirements
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Manager, IT Applications, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Computer Science, Management Information System (MIS), or other related fields.
- Four (4) years of direct experience in developing and designing applications and systems such as Trapeze, Infor, BI and GIS.
- Two (2) years IT Project Management experience.

PREFERRED QUALIFICATIONS:

- Experience with any combination of the following technologies: web application development, Oracle and/or SQL server-based systems, Supply Chain Management, SaaS (Software as a Service), .NET, JavaScript.
- Excellent verbal and written communication skills
- BI knowledge (Power BI & Tableau) a preferred qualification
- Excellent understanding of IT processes changes management and SaaS best practices.
- Solid working knowledge of transit business practices, which may include Enterprise Asset Management, bus maintenance planning, scheduling, operations, support systems, GIS, and/or service delivery.
- Post-secondary education related to business. Other degrees that demonstrate focus on critical thinking are also valuable.
- Experience in public sector; transit a plus.
- Asset Management Software and Solution focused – enjoys the challenge of problem solving.
- An enthusiastic team player who enjoys sharing knowledge, experience and ideas, and is open to the ideas and input of others.
- Well-developed verbal and written communication skills, able to tailor communication style to the audience.
- Commitment to self-development.
- Experience in coaching, training or assisting other staff would be an asset.
- Effective time management skills; Able to work independently and manage multiple deadlines/projects.
- Advanced experience in applying skills using Word, Excel, and Visio software required.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. Selected candidate must successfully complete a background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">• Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation up to the CalPERS compensation limits• New Members – 2% @ 62 benefit formula, 3-year average of highest compensation up to the PEPPRA compensation limits

HOW TO APPLY:

- To apply, please visit <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm **Sunday, November 6, 2022**. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.