

# JOB OPENING ANNOUNCEMENT

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

**January 6, 2023**

**TITLE:** Application System Analyst III (ECMS)  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Information Technology  
**APPLICATION DEADLINE:** **Sunday, February 5, 2023**  
**PAY RANGE:** **\$2,117.10 - \$3,175.65 weekly (\$110,089 - \$165,134 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Application System Analyst III (Enterprise Content/Record Management Administrator) reports to the Manager of IT Technology and Telecommunications and is responsible for managing content management 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 role is to ensure that all corporate content and records are stored electronically in a manner that complies with all applicable laws and industry regulations. This includes making certain that the storage of these records is such that the information contained therein is highly secure and readily accessible to authorized persons. The role will also use their excellent records-keeping expertise and organizational skills to develop standards and procedures for records maintenance across the organization. A clear understanding of imaging and publishing tools is required for this role.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Ensure compliance with various governmental agencies. Collaborate with internal customers and consultants to define the business requirements, scope, 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.
- Manage Change Management and Document Control systems
- Prepare a long-term plan for electronic records management, including standards and guidelines, based on business goals.
- Develop and implement policies and procedures for standardizing records management throughout the enterprise.
- Work with legal counsel to evaluate, and create strategies for complying with, established and emerging government regulations regarding records storage and maintenance.
- Create and implement strategies for records storage, security, longevity, and ongoing preservation.
- Develop and implement plans for integrating electronic records with intranets, extranets, portals, document repositories, content management systems, and so on.
- Develop policies and standards for ensuring that all records generated electronically are coherently uniform in structure and appearance.
- Develop and implement standards and guidelines for the acquisition and appropriate use of electronic records management tools and resources.

## **EXAMPLES OF DUTIES:**

- Translate business requirements into design documents.
- Create a document control system and process to satisfy the government regulatory approval process.
- Manage enterprise resource planning Transit Application Systems, ERP systems, fare collection systems, inventory management systems, and scheduling systems.

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- Manage Documentation and Record Management Projects Data analysis, troubleshooting, debugging, and providing production support for Hyland OnBase
- Coordinate with other departments on integrated applications as needed.
- Design document control system, develop management reports and KPIs
- Manage all existing, district owned electronic records for the purpose of secure storage in compliance with law.
- Assess compatibility of electronic record formats with statutory regulations; propose changes where necessary.
- Ensure that authorized personnel or government agencies, as applicable to the situation, can rapidly and efficiently retrieve stored electronic records for examination.
- Formulate and execute plans for records retention and disposal, including business documents, financial statements, and any other collateral classified as a record of business transaction.
- Evaluate electronic records management tools and resources; make recommendations based on findings; track standards and technologies.
- Co-ordinate and manage the editorial and quality assurance process with records creators.
- Liaise with systems experts on hardware and software issues that affect the availability and accessibility of electronic records, wherever they exist.
- Maintain awareness and knowledge of developments within the electronic records management industry.
- 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 IT Technology and Telecommunications manager, 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 records, information management, and information governance.
- Two (2) years of lead or supervisory experience.
- Proficient in SharePoint and Office 365, including Visio and Project
- Experience with agenda and records management system
- Excellent verbal and written communication skills

**PREFERRED QUALIFICATIONS:**

- Experience with ECMS systems like Box, Laserfiche, Hyland, etc.
- Must have effective verbal and written communication skills.
- Experience in BI (Power BI or Tableau)
- Experience in Agenda/Board Management Systems
- IT Project Coordination/Technical Project Management experience.

**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.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

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

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| 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"> <li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li> </ul> |

- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, February 5, 2023. A resume will not be accepted in lieu of the application. Incomplete applications 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](mailto:hr@samtrans.com).
- SamTrans 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.