

**Job Posting #:**

**Job Title:** BUSINESS ANALYST - 543081

**Department:** Information Technology

**Union:** C.U.P.E. Local 543

**Work Location:** Various

**Position Status:**

**Rate of Pay:**

**Posting Period:**

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Manager of Business Process Modernization, this position will provide overall management for every aspect of the design, development, and implementation of complex, corporate-wide business solutions with technical and non-technical components. Manages and leads large and complex corporate and departmental projects/programs. Manages project budgets and authorize expenditures. Defines and proposes effective business solutions, supporting continuous improvement. Conducts research, performs analysis and engages in ongoing learning of new technology and industry best practices. Prepares plans, organizes coordinates and evaluates activities in the Request for Proposal (in accordance with the Purchasing By-law). Manages the development and execution of the vendor's Statement of Work and works with City of Windsor Legal Counsel to provide input into the contracts. Provides consulting services for business process assessments, readiness assessments and change management. Develops corporate strategies, policies, and procedures. Ensures project and solution compliance with government legislation, security requirements, project methodologies, quality objectives, privacy and accessibility; assesses and monitors corporate risk for projects. Creates, manages, oversees test scripts, and conducts formal testing. Supervises and directs the work effort of all resources (internal and vendor) assigned to the project. Acts as an information resource for projects and for Corporate project methodologies. Regularly communicates risk assessments, mitigating strategies and recommendations regarding the project. Leads the departments through change by coaching, motivating, and influencing the team while maintaining professional and tactful relations. Performs other related duties as assigned. Maintain amiable relations with the public, user departments, and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year post-secondary school Diploma from a Community College or University Degree in Business Administration, Computer Science, Humanities & Social Sciences, Engineering, Political Studies, Law, Criminology, Mathematics, Data Management, Organizational Studies or Ontario Ministry of Education equivalencies;
- Must have over five (5) years of Business Analysis experience analysing complex, cross-function & multi dependent business processes; and defining & solving complex problems within a business environment. Complex and integrated business solutions with technical and non-technical components should include a strong understanding of requirements gathering, business process modelling, business process reengineering, business case

development, relational databases, networks, security, interfacing, and Business Analysis tools and techniques. Of the required five (5) years of Business Analysis experience, three (3) years of which must include project management experience, managing large & complex project(s) involving a number of stakeholders, resources and deliverables throughout the project lifecycle (i.e., initiation, planning, analysing, executing, monitoring, controlling and closing processes of projects). Experience should include elements of communication, presentation, team building, contract negotiations, financial management and reporting, decision-making and leadership.

- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must be adept in shifting priorities; demonstrate proper conduct in adverse situations to facilitate the most appropriate solution and expediting resolution while taking into consideration mitigating strategies, risks and public impact;
- Must have a demonstrated ability to work with a variety of computer platforms and applications;
- Must be process-oriented and be able to demonstrate strong project management skills;
- Must have proven oral and written communications skills;
- Knowledge of current information systems planning methodologies and municipal government infrastructure will be considered an asset;
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**WORKING CONDITIONS:**

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**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a sedentary level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

In person to the Human Resources Department

**Update:**

By Human Resources on February 1, 2017.

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In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.