

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>BUSINESS ANALYST</b>		
<b>DEPARTMENT:</b>	Information Technology		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	37.5	<b>JOB CODE:</b>	543081
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.18

**DUTIES:**

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 or Computer Science or Ontario Ministry of Education equivalencies;
- Must have a minimum of five (5) years of Business Analysis experience with internet and intranet sites in a business to business environment, including international webhosted applications, for complex and integrated business solutions with a strong understanding of requirements gathering, business process modelling, business process reengineering, business case development, relational databases, networks, security, interfacing as well as the current Business Analysis methodology. This must include a minimum of three (3) years project management experience involving the initiation, planning, analyzing, executing, monitoring, controlling and closing processes of projects, as well as communication, presentation, team building, contract negotiations, financial management and reporting, decision making and leadership experience in large and complex projects involving a number of stakeholders, resources and deliverables;
- 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;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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**POSITION: BUSINESS ANALYST**

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.