

*The Alameda County  
General Services Agency  
invites you to apply for the position of*

# Assistant Business Analyst

[Jobaps.com/alameda](http://Jobaps.com/alameda)

## **GENERAL SERVICES AGENCY**

The mission of the General Services Agency (GSA) is to provide high quality, cost effective, and timely support services for County departments and other public agencies, so they can better serve the public and business community.

The General Services Agency employs approximately 400 employees in a variety of professional, technical, clerical and maintenance/skilled trade classifications. The agency's operating budget for 2013-2014 is over \$346 million and it manages a capital budget in excess of \$1 Billion. The following support services are provided: Building Maintenance and Technical Services including maintenance of over 130 facilities; Architectural/Engineering Services; Construction Management; Sustainability; Energy and Environmental Management; Child Care; Real Property; Property and Salvage; Recycling; Portfolio Management; and Transportation.

Mandated services include Purchasing; maintenance of County Veterans' Memorial Buildings; Environmental Protection/Sustainability; Waste Reduction and Recycling; implementation of the Green Building Ordinance; the County Climate Action Plan; and Hazardous Materials Abatement.

## **ALAMEDA COUNTY**

Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

## **THE POSITION**

This position is located in the Purchasing Department of the General Services Agency. Under direction, positions in this classification assist in the design, configuration and maintenance of the countywide ALCOLINK (PeopleSoft) Financials systems. The Assistant Business Analyst also assists with system set up, testing and ongoing system and end-user functional support for ALCOLINK HRMS or Financials and other databases/systems; and other related duties as required.



## **COMPENSATION**

The salary for the Assistant Business Analyst is \$72,945.60—91,655.60 annually. The County also offers an attractive management benefits program with the following elements: Retirement plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave, Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.



## MINIMUM QUALIFICATIONS

### Experience

The equivalent of two years of full-time experience with a fully integrated automated system or database. Experience must include responsibility for automated system set up, maintenance, troubleshooting, business process assessment and development and/or end users support in the areas of human resources, payroll, benefits, or purchasing functions. Experience must demonstrate the possession of the knowledge and abilities.

Previous use of web-based PeopleSoft, Oracle, or SAP highly desirable.

### Special Requirements:

Incumbents in this classification will be required to work some evenings, weekends and/or on call.



## THE IDEAL CANDIDATE

In addition to meeting the stated minimum qualifications, the successful candidate will have the following critical attributes:

- Knowledge of financial computing environment/systems similar to those found in Alameda County such as: PeopleSoft Applications, PREQ, ALCOLINK, and Oracle. Experience and familiarity in Procurement - purchasing and contract administration.
- Ability to perform well under pressure –maintain effectiveness, flexibility, and adaptability even when experiencing changes on various projects
- Demonstrates capability in identifying and understanding complex problems and concepts, gather and analyze information, make decisions, exercise good judgment, and formulate and articulate action plans
- Ability to work independently, while handling multiple assignments simultaneously, prioritizing tasks and meeting strict deadlines
- Skilled in change management, ability to engage stakeholder's, follows through in meeting stakeholder's expectations; manages development of training materials and provides system training to end users.
- Demonstrates passion for innovation, effectively communicates ideas to improve systems and/or processes, recognizes and takes opportunities to stay abreast in areas of expertise
- Excellent communication skills, both written and oral, and the ability to communicate effectively with staff who are not familiar with Financials system and other data systems
- Supports end users in troubleshooting business processes issues/gaps and assists with the development of technical solutions to mitigate business problems.



## THE APPLICATION PROCESS

Applications will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process.

### Tentative Selection Schedule:

Application and Supplemental Questionnaire Filing Deadline : 5:00 PM, Monday, September 8, 2014

Review for Best Qualified: Week of October 3, 2014

Oral Exam: Week of October 27, 2014

*Apply on-line at [www.jobaps.com/alameda](http://www.jobaps.com/alameda)*

## SUPPLEMENTAL QUESTIONNAIRE

1. Please describe in detail how you meet the minimum qualifications for the position of Assistant Business Analyst and include in your response why you are the best qualified candidate for this position.
2. Please describe your functional and technical experience with PeopleSoft, Oracle or SAP software solutions.
3. Please describe your experience writing queries and any analysis you have conducted with the results. Please be detailed in your response.
4. Please describe in detail your public sector procurement experience. In your response please include the scope of your responsibilities, dates performing these duties, and the name, and size of the jurisdiction.

**If you have questions regarding this bulletin, please contact:**

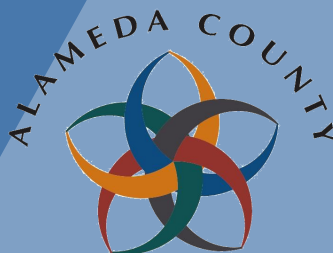
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*Alameda County is an Equal Opportunity Employer*



**Human Resource Services**