

Systems Analyst II - EDMS Analyst

Job Number:

3205

Classification Title

: Systems Analyst II

Posted On

: Apr 3, 2009

Closing Date - 11:00pm on

: Apr 18, 2009

Union

: CSU 52

Number of Openings (up to)

: 1 - Permanent Full-time

Department

: Informatics Division

Work Location(s)

Police Headquarters, 9620 - 103A Ave (126), T5H 0H7

Description

The EDMS Analyst will work throughout all phases of the research, acquisition, implementation and operational support of an Electronic Document Management System within the Edmonton Police Service and provide technical support to the section. Responsibilities will include:

- Function as main point of contact for technical issues arising within the Administrative Information Management Section and followup through problem resolution.
- Review products and vendors that will fit the electronic document management needs of the EPS
- Working closely with the IT Branch to install, configure, integrate and test the EDMS application software and create necessary scripts and data files for ongoing support.
- Consult with IT to establish the development, test and production environments.
- Work with section members to develop EDMS processes.
- Participate in the training process for users.
- System maintenance: responsible for data integrity, ensuring successful backing up of the EDMS data, resolving system issues, securing and upgrading the application code, and providing user help other IT projects as required.
- Analyze client business requirements to determine application requirements.
- Assume ongoing operational responsibility and support for the Electronic Document Management System and other applications of the Administrative Information Management Section.

Job Requirements

- Graduation from a recognized Institute of Technology or university degree in a related field such as computer science.
- Minimum of four (4) years of progressively responsible experience in programming, systems analysis and design, process and data modelling.

- Minimum of two (2) years of progressively responsible working experience in developing, implementing and supporting EDMS applications.
- Minimum of two (2) years experience designing, developing and supporting web-based applications using Microsoft .NET technologies including VB.NET, Oracle & Microsoft SQL Server tools.
- Strong customer service skills
- Knowledge of Microsoft Access..
- Working knowledge of Police related applications would be an asset.
- Applicants may be tested.
- THE EDMONTON POLICE SERVICE WILL CONDUCT AN ENHANCED POLICE INFORMATION CHECK ON THOSE CANDIDATES WHO HAVE BEEN SHORT-LISTED.

Hours of Work:

33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range:

21M, Salary Grade: 039, \$37.14 - \$47.34 (Hourly), \$2,507.22 - \$3,195.65 (Bi-Weekly), \$65,438.44 - \$83,406.53 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton the expired on December 20, 2008.

General:

Civic Service Union 52 members are requested to send a copy of their application for this competition to the union office. The City of Edmonton thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.