



## Bonner County Job Description

**Title: Data Systems Analyst**

**Department: Technology**

**Supervisor: Chief Information Officer (CIO)**

**Supervision Exercised: None**

**Job Description Updated: 05/24/21**

**BOCC APPROVAL: 5/25/2021**

### General Summary

The Data Systems Analyst performs professional and technical duties to analyze, design, implement and manage information systems to improve efficiency and capabilities a wide range of applications and DB technologies for all departments of the county. Technical responsibilities surround existing and new databases and systems, including database analysis, design, technical support, troubleshooting, testing, ensuring availability of critical systems and planning for routine maintenance. This position will work closely with the CIO, Technology team and multiple departments to develop long-range plans, identify software acquisitions, assist work groups in the evaluation and implementation of automation solutions, and managing automation projects that have a county wide impact.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of Bonner County (BC), employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information.

### Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities. Duties are not listed in any particular order of priority and may be amended or added to by the County at any time:

- This position will have access to confidential information. Maintaining Data integrity including security thereof must be the highest priority and in accordance with all applicable State laws, BC policy and ethical standards.
- Ensure the Data Integrity within all BC systems and technology platforms. Responsible for identifying and eliminating redundant data input points, interface issues, etc. that may negatively impact data integrity.
- Work with CIO and Elected Officials to analyze, identify and maintain data-privacy-safety (DPS) consequences while ensuring Data Custodians provide approval of future integrations prior to implementation.
- Plan, coordinate, oversee and implement updates, upgrades and patches to existing applications and systems.
- Identify, troubleshoot and remediate errors and/or problems with database and applications.
- Provides day to day application support and evaluates software products, tunes production systems, ensures systems are properly installed and maintained, evaluates data sets, ensures database standards and procedures are defined and followed, directs backup and recovery.
- Responsible for data analysis, data administration, data standardization, database management systems, query languages, table relationships and data modeling.
- Manages, oversees, and assists in configuration, and tests software systems in applicable databases and software languages including Microsoft SQL Server, .Net, etc, writes script to automate process etc.
- Analyze DB and system capabilities to satisfy information requirements, determine overall design and structure.

- Functional administration of ERP and other enterprise application systems to include systems accounts, client configuration of roles, permissions, etc. Work with, identify and receive user data access authorization from applicable data custodians as needed to ensure system is protected from unauthorized access.
- Work with management and functional areas in identification, design and document implementation, enhancements, workflow & process improvements. Automate and streamline existing processes.
- Facilitate needs assessment, analysis of workflow, and evaluation of available software applications. Maximizes department's use of software programs for specific department needs to match overall vision of county.
- Ensure compliance with policies and guidelines for managing, updating, storing, archiving, and data retention
- Work with BA to prepares and maintain systems documentation including SOPs, logical database application diagrams, and subsystems specifications. Develops training procedures for staff and users related to process flows, applications, and database technologies.
- Creating, Maintaining, and updating existing API integrations as needed.
- Develops reports using Crystal and SQL Server Reporting Services for enterprise applications.
- Provide afterhours support as required system updates, upgrades, etc.
- Other duties as assigned by CIO.

### Specifications

- Bachelor's or equivalent combination of education, work and experience in computer science or a related field.
- Combination of knowledge, skills and abilities to effectively perform the necessary functions of this position.
- Minimum of 5 years of technical experience in supporting SQL database technologies, creating Microsoft SSR and Crystal Reports, scripting, ODBC, DB Tuning and other administration.
- Three or more years of experience supporting ERP and other complex business systems and analysis activities such as defining scope, documenting requirements, defining business processes, etc.
- Skill developing business cases and writing logical, detailed and complete requirements/functional specifications.
- Ability to collaborate with customers on projects and work requests; help identify business requirements, document business processes, and recommend solutions.
- Experience in creating and maintaining API and other integrations.
- Working knowledge of local government and Idaho State procedures and protocols helpful.
- Self-motivated and able to work effectively in a team environment with people from a broad range of disciplines.
- Resourcefulness, troubleshooting and problem-solving aptitude.
- Must pass background check, drug screening and possess a valid driver's license.

### Working Conditions

Ability to perform the physical activities necessary to complete the essential functions of the job. Requires continual communication (hearing and talking, both in person and over the telephone). Requires good general vision. Most work will occur in an office setting, with occasional field work. Occasional travel outside the area is required.

**Disclaimer** This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

To be signed upon hire, transfer or promotion

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_