

Computer Analyst Chisasibi

Posting Number P-11-0024
Position 1124 Computer Analyst
Union 820 UNION CSN

Posting Start Date 2012/02/13
Posting End Date 2012/02/27
To be filled on

Position Status Permanent Full Time
Position Schedule

Reduced Schedule No
Minimum Hours 7.00
Minimum Weeks 35

Main Task

Job Title 1123 Computer Analyst
Job hours 35.00
Department 734105 Computer Serv.
Hours Per Day 7.00
Hours Week 1 35.00
Hours Week 2 35.00
Shift 1.00
Site
FTE
Work Location Chisasibi
Shift Type
Work Schedule
Specialty

Description (according to the position task)

Person who analyzes the technical needs of the users, designs the appropriate systems, and ensures their development and implementation. She/he prepares cost analysis and estimates the savings to be generated by the proposed system. She/he coordinates the implementation of new technology and software applications. She/he ensures the optimal use of computer systems. She/he ensures the proper monitoring of the systems and their surroundings.

GENERAL FUNCTIONS

1. Contributes to the planning, organization and to the daily operational activities of the Department.
2. Analyzes user requirements and provides informational technology solutions to meet the needs of the user.
3. Ensures the resolution of all application problems on a daily basis.
4. Ensures the configuration and the modification of the system parameters.
5. Ensures the high availability and the high performance of applications under his/her jurisdiction.
6. Participates in the acquisition process of an application and tests the application.
7. Prepares cost analysis and estimates the savings to be generated by the proposed system or application.
8. Coordinates the implementation of new technology and software applications.
9. Ensures the optimal use of computer systems.
10. Ensures the proper monitoring of the systems and their surroundings.
11. Collaborates and communicates with all other staff, for the benefit of the users.
12. Provides good "customer service" to all users and other staff, in order to foster organizational functioning and, indirectly, quality services to the population.
13. Respects the practices, conduct, confidentiality and ethics expected of employees towards users, visitors and other employees.
14. Ensures the carrying out of her or his duties according to the organization's procedures and guidelines, and other regulations in effect, in order to provide quality services.
15. Carries out other tasks usually assigned to a Computer Analyst upon the request of her/his supervisor.

SPECIFIC FUNCTIONS – In addition to being called upon to carry out the general functions, she/he exercises the following specific functions:

1. Carries out the general functions (above) primarily in the IT Department, as assigned.
2. Researches, tests, analyzes (needs, feasibility, cost-benefit, technological impact, organizational impact, architecture, etc.), and evaluates new products or upgrades and submits the results or options to the decision maker.
3. Assures the link between users and providers.
4. Supports the technical staff and transfers the knowledge related to urgent needs, procedures, practices and tools related to his/her field of expertise.
5. Prepares requests for proposals (urgent needs, schedule and cost) and evaluates the conformity and the quality of the deliverable in regard to the industry norm.
6. Edits and updates technical documentation (analysis, guide, procedure and working method) based on the best industry practice.
7. Establishes the QoS related to a product / application in order to implement them within the network and control their evolution.
8. Assumes the responsibility of problem resolving situations, unexpected incidents or important conflicts.
9. Validates the application in lab and makes the proper modification before implementing that application;
10. Installs the application in the field,
11. Upgrades software and hardware related to an application.
12. Is responsible of her/his project and their follow-up.
13. Ensures the security of the application with the Network Administrator.
14. Analyzes with the Network Administrator all the implementation impacts of software within the communities.
15. Is responsible for the follow-up of a program with a maintenance contract.
16. Collaborates to set the schedule of the Technician with the Director and the Network Administrator.
17. Is responsible for the recommendations of the Helpdesk technician for requisitions.
18. Is responsible for the equipment allocation following a requisition by the Helpdesk Technician.
19. Coordinates the delivery of equipment with the computer technician.
20. Provides direct assistance to user related to the identified application.

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Requirement

- Bachelor's degree in Computer Science or related education and/or experience
- 5 years of work experience in a similar field
- Fluent in English and one of Cree or French. Fluency in the third language is an asset;
- Excellent knowledge of MS Products and applications, Windows, etc.
- Ability to learn software applications with minimum instructions
- Knowledge of firewalls, VLANs, Switches, and routers
- Experience in documenting application configurations and design
- Experience with application network equipments' troubleshooting
- Knowledge of network management platforms and tools
- Ability to think logically and analytically in problem-solving environment
- Excellent leadership, organizational, project management, communication, analytical and problem solving skills are essential
- Ability to provide high quality service and to be attentive to users needs
- Ability to work autonomously
- Capability of imaginative abstract reasoning
- Teamwork skills
- Ability to prioritize and work under pressure
- Excellent interpersonal skills
- Clarity in writing and talking
- Ability to accept responsibility
- Capacity to gain thorough knowledge of the relevant specialty area
- Willingness to continuously update personal IT skills and knowledge

Salary Scales

Class	01						
Steps	Amount	Steps	Amount	Steps	Amount	Steps	Amount
01	21.08	06	25.31	11	31.06	16	37.07
02	21.85	07	26.28	12	32.25	17	37.98
03	22.66	08	27.75	13	33.50	18	38.93
04	23.53	09	28.81	14	34.80		
05	24.40	10	29.91	15	36.18		

The persons interested in this position are asked to forward their resume within the prescribed deadline to:

Stephanie Otter Tetreault, Recruiting Agent
Cree Board of Health & Social Services of James Bay
277, rue Duke, Suite 203, Montreal, Quebec H3C 2M2
Tel :514-861-5955 x 303 Fax :514-989-7495 Email : jobs.reg18@ssss.gouv.qc.ca

More information about the position & job description with complete requirements may be obtained by contacting the above.

Note 1: In accordance with the organization's Cree Employment Policy (in Progress) and various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.