APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE:	Business Systems Analyst
POSITION NUMBER:	03079 (MIS - Programs)
DEPARTMENT:	MIS
LOCATION:	Varies
DIVISION:	Internal Services
RESPONSIBLE TO:	As Assigned
SALARY:	E7 $60,783/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Exempt
POSTING DATE:	January 23, 2020
CLOSING DATE:	Until Filled
Transfer Deadline:	January 30, 2020
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position is responsible for interacting with MIS customers to provide effective business solutions through the application of technology and process improvement. Incumbent will focus on analyzing business processes, suggesting improvements, and apply system capabilities to meet the needs of the Oneida Human Resources Department and target business unit(s). Incumbent will support the integration of technologies through formal business methodologies to support and enhance the goals of Oneida business units. The incumbent will work with the business managers to develop process metrics to provide a statistical base for process improvement. The incumbent will possess the analytical skills to identify system failures and develop a root cause analysis. Incumbent will have opportunities to provide leadership on projects, and train/mentor junior staff members.

DUTIES AND RESPONSIBILITIES:

1. Interact with MIS customers for the purpose of providing effective process solutions, workflow analysis, computer software solutions, problem resolution, service and support.
2. Provide business solutions by incorporating process improvement, process redesign, process measures, hardware, and software into a total system solution.
3. Facilitate Business Process Redesign activities and develop process metrics with process owners.
4. Coordinate process improvement activities and business unit goals and objectives with technical solutions.
5. Provide business solutions through hardware, software, and/or process to meet business unit needs.
6. Transform data into information to support business unit goals.
7. Develop return on investment and payback analysis for proposed changes.
8. Apply project management techniques and structure to assigned projects and daily assignments.
9. Participate as a team member on multi-departmental projects and/or work independently on programming projects.
10. Develop work plans which provide for system design, testing and implementation.
11. Provide guidance to junior team members. Provide leadership on system development projects as needed/required.
12. Provide information to internal MIS Management, as well as Business Unit Management, through formal and/or informal presentations.
13. Assist with or provide systems designs which will include user interviews, needs assessment, and coordination with existing systems.
14. Evaluate new software products to support user and/or programmer activities.
15. Provide initial and/or follow up user training with respect to system function and usage.
16. Assist with the development and maintenance of user and systems documentation.
17. Assist with annual budget preparation.

DUTIES AND RESPONSIBILITIES: (Cont.)

18. Support annual audit review activities.
19. Maintain awareness and understanding of industry/technology changes and developments through appropriate training and education.
20. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to perform cost benefit and return on investment analysis.
2. Ability to work independently and as a member of a team.
3. Ability to provide user training.
4. Ability to successfully cope with stressful conditions.
5. Ability to communicate effectively with user on a non-technical level while being able to translate user goals into automated processes.
6. Advanced personal computer experience and software knowledge, with high level of mathematical skills and analytical problem-solving experience.
7. Ability to develop and assist in the implementation of strategies that will positively affect the targeted business unit.
8. Ability to establish and maintain productive working relationships with staff, clients, management or other departments, as well as external agencies, necessary to effectively carry out job duties is required.
9. Ability to set goals, develop strategies and schedules for meeting goals and anticipate obstacles and alternative strategies.
10. Ability to process information effectively, learn new material, identify, and define problems and to recommend an appropriate decision path.
11. Must be willing and able to maintain awareness and understanding of industry changes and developments through appropriate training and education.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nations Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

1. Previous experience with HR processes including, Off Boarding, On Boarding, Applicant workflow, recruiting, integration to Time and Attendance, integration to payroll, Development of Workforce measures, etc.
2. Experience with Infinium's Human Capital Management (HCM) software.
3. Programming background.

MINIMUM QUALIFICATIONS:
Applicants please clearly state how you meet these qualifications on the application/resume.
1. A Bachelor's Degree in Computer Science, or closely related field to the targeted business application from an accredited college or university.
2. Five (5) years' experience programming in a business environment; experience in the following; programming and business expertise; system design and analysis in a business environment; as a project manager; in Business Process Redesign; in workflow analysis; with process improvement initiatives using process metrics; experience in the targeted business area or technology solution; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:
Must provide a copy of diploma, license, degree or certification upon employment.