



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position: **Business Analyst 4 (10041)**

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 10/31/2024

APPLICATION DEADLINE: 11/14/2024

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Information Technology Department

SALARY INFORMATION: \$66,309.52 Annually / Pay Grade M / Job Code ITP063

DUTIES: Under supervision of IT Director, performs advanced computer systems analysis operations using Tyler Technologies Enterprise ERP solution for the public sector (Munis). This position serves as the subject matter expert for the agency's ERP solution (MUNIS). Leads the coordination of one or more major MUNIS functions including but not limited to all MUNIS modules, managing role-based user security access, managing implementation of patches with proper testing and implementation into live environment, manages MUNIS application upgrades including implementation of new MUNIS modules, and special program management or system administration responsibilities. Prepares and maintains MUNIS reports, develops information presentations or reports. Works with users to identify data inaccuracies, develops error reports, documentation and procedures for aid in correction and elimination of data errors. Analyzes customer business needs and participates in the planning, design and implementation of new or enhanced systems. Establishes standards and procedures to be used in the development of systems. Serves as highest advanced level subject matter expert, providing authoritative guidance for professional staff. Analyzes information to determine nature and extent of customer requirements and concerns. Conducts quality assessments, operational procedures, and ensures that change management procedures are met. Coordinates with vendors or technical staff to ensure functionality of automated system is consistent with adherence to laws, regulations, and best practice standards by users. Develops and administers training for business users. Develops and documents business processes for users of new or upgraded system. Develops change management plans for transition to new or upgraded systems. Provides customer support in the maintenance of systems. Serves as liaison between customers and technical staff in implementation and development of business process automation. Supervises, monitors and develops systems project tasks and schedules for system development, maintenance or enhancement. Tests or coordinates testing of new installations or upgrades. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma/GED and two (2) years of related experience
OR

Two (2) years of experience at the lower level IT Business Analyst 3 (ITP062) or position equivalent.

PREFERRED QUALIFICATIONS: Bachelor's degree in Information Technology/ computer science/ MIS/ finance/ payroll/ accounting, extensive experience in working with computer systems with responsibility for major application programs, preferably including applications used in public health departments, financial or human resource environments. Ability to analyze, troubleshoot, and improve complex automated systems and processes. Proficient knowledge of MUNIS software and its applications to include establishing and maintaining MUNIS user accounts, creating and maintaining Functional, Data and Workflow roles and assisting with Employee Self Service and Vendor Self Service administration. Ability to become a subject matter expert in Tyler Technology Software, specifically MUNIS. Working knowledge of SQL server, databases, and basic network configurations, Windows Server, Active Directory, Crystal Reports, Microsoft Windows OS, Microsoft Office applications, and knowledge of application security, website security, certificate management, and application vulnerability. Ability to write clear, concise reports, protocols, and procedures. Excellent written and verbal communication, interpersonal and presentation skills. Ability to work as a member of a team and to lead a team. Proven ability to effectively manage and supervise staff under stressful conditions during emergency responses. Exceptional time management, organizational, and data interpretation skills.

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.