



Systems Analyst

Overview of Job

Our Systems Analysts are extremely important to our Company's success as they are responsible for testing, maintaining, and monitoring our information systems, including coordinating and installing multiple programs into the Company's software and integrating it with our website. They also provide our internal employees with ongoing support with any website or software issues in a professional, knowledgeable, responsive and service-oriented manner. To that end, our Systems Analysts spend much of their time testing new products before they launch, updating our website, and providing technical support to our internal staff through researching and responding accurately and in a timely manner to various requests and inquiries.

Our Cabrillo Coastal System Analyst is distinguished from our Cabrillo Coastal Systems and Security Administrator by the System Analyst's focused attention on the integration of computer systems and information engineering, while our Cabrillo Coastal Systems Administrator is more involved with maintaining, updating and ensuring the ongoing security of all of our company's hardware such as computers, phones, and printers.

Job Responsibilities

Analyzes and documents business problems and recommends solutions; actively participates in the evaluation of business requirements; contributes to and/or performs process analysis of systems to identify alternative business solutions or process improvement opportunities.

Tests new and existing system behaviors to ensure alignment with requirements; contributes to the development of test plans and process flows.

Creates and/or modifies forms and compliance deliverables to appropriate business stakeholders according to project timelines; serves as a forms compliance subject matter expert in assigned categories; tests new and existing forms and trigger conditions to ensure alignment with requirements.

Assists with upgrades and rollouts; participates in monitoring system performance and availability; oversees and/or performs system maintenance; identifies enhancement opportunities for existing systems and processes; as assigned, assists in development and/or performs related training.

Assists in the development and maintenance of comprehensive documentation of business requirements and test plans; assists in the preparation of user documents and training materials.

Actively contributes as a member of Cabrillo Coastal to ensure that customer expectations are met and exceeded; provides technical training and user support to business groups; assists in the development of communication plans and related activities.

Dynamically enhances Company's success by taking advantage of learning and development opportunities and personally integrating positive actions to improve individual performance.

Coordinates, oversees, participates in and/or carries out "special" projects either independently or as a member of a group, as assigned.

Skills and Expertise

Qualities: Strong intellectual curiosity; Self-Motivated; Tactful; Quality-Oriented; Service-Oriented; Detail-Oriented; Self-Starter; Team Player; Multi-Tasker; Adaptable; Flexible; Strong Work Ethic; Positive "Can Do" Attitude; Exceptional follow-through; Sense of Urgency; Integrity; Ability to maintain composure and professionalism in fast-paced and sometimes stressful environment.

Strong skill sets in the following areas: organization; problem analysis/solving; conflict resolution; active listening; oral and written (with an emphasis on email) communication; information analyses; time management/working under tight deadlines.

Strong knowledge of: Standard business software and web-based engine operations (e.g., Microsoft Word, Microsoft Excel and Internet Explorer), Software Testing and Maintenance.

Licenses and Experience

Two or more years of Computer Information System experience or Bachelor's degree in Computer Information Science, Information Technology, Management Information Systems, or related field. Master's degree is a plus.

The Details

Full-time/Exempt

Pay: Commensurate with experience.

Must be authorized to work in the US and employer will not sponsor applicants for work visas.