



Solutions Analyst

Monday - Friday, 8 a.m. to 5 p.m.

This is responsible technical work designing, developing, implementing, and maintaining computer application software, systems, databases, and interfaces to support users' applications and tasks, and provides end user training and technical support.

Welcome to the City of West Allis...

an innovative, progressive and ever-evolving local government

Duties

- Maintains existing SQL Server databases, assigns security permissions, creates database users, creates tables, views, stored procedures, and triggers per departments' requirements;
- Analyzes current and future information system needs;
- Documents the functionality and requirements;
- Recommends solutions and appropriate technology to meet departments' and users' needs;
- Designs, develops, implements, and maintains computer application software, systems, databases, or interfaces to support users' applications and tasks;
- Assists departments with scanning of documents into digital form and assists in getting all departments' data normalized into City standards format;
- Helps troubleshoot users' printing issues;
- Troubleshoots and tests systems or applications, making necessary corrections or modifications to determine operational reliability;
- Ensures nightly batch/on-line jobs are completed without error and verifies data integrity;
- Provides technical advice and support to users;
- Responds promptly to problems and questions;
- Develops training classes and reference materials for new or enhanced applications for user groups;
- Conducts related training; provides training sessions on Microsoft Office suite of products;
- Assists with the selection, installation, and maintenance of hardware and software;
- Maintains technical knowledge by participating in professional training/meetings, reviewing trade publications, etc.;
- Performs other related duties as assigned.

A Solutions Analyst may be required, based on the needs of the Department, to drive his/her automobile on City business, at which time an automobile allowance will then be provided.

Desirable Knowledge, Skills and Abilities

Knowledge of MS Office, MS Access, MS SQL, .NET, HTML, MTML5, VB.NET, Fortis, Novatime, HAPPY, Market Drive, Legistar, SVRS, EverBridge, GCS, HTE, Click2Gov; ability to be self-taught; ability to exercise sound judgment in seeking out the best IT solutions; good troubleshooting skills; good skill in problem analysis and problem solving; ability to take initiative in continuing education to further develop and enhance IT knowledge and skills; skill in organizing work processes and functions to facilitate use of computer methods; knowledge of modern office practices, procedures, equipment, and software; ability to exercise sound judgment; ability to make sound decisions; ability to quickly adapt to a rapidly changing technological environment by learning and using new software packages, electronic devices, systems, and procedures; ability to multi-task in a fast paced environment; ability to work independently and in a team environment; good skill in listening; ability to communicate effectively both orally and in writing, including with users on technical issues; ability to understand and effectively carry out oral and written instructions; ability to establish and maintain cooperative and effective working relationships with adverse populations, supervisors, City officials, other employees, and vendors; ability to deliver exceptional customer service with the intent to exceed customer expectations; ability to promote innovation, operational excellence, and continuous improvement; some knowledge of municipal operations.

Minimum Requirements

- Bachelor's Degree in Computer Programming, Computer Science or related field required by December 31, 2016.
- Three years of recent relevant paid work experience or an equivalent combination of education and paid work experience in order to perform the duties of the position.
- Valid Wisconsin Driver's License and good driving record per City policy.
- Knowledge of SQL servers and databases, and .NET environments.
- Possess the physical capacity to perform the duties of the position including, but not limited to, frequent sitting; frequent pushing, pulling, lifting, or carrying up to 20 lbs.; occasional lifting up to 50 lbs.; occasional standing and walking; occasional entering and exiting of a personal vehicle; continuous arching of neck; ability to continuously bend, kneel, twist, stoop, squat, reach, push, pull, climb, etc.; occasional driving in variable and unfavorable weather conditions; ability to operate small hand tools such as a screwdriver or pliers; and the ability to continuously focus for long periods of time on projects or while working on computers.

Activity Frequencies

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Depending upon the location of work, a person in this position may be subject to variable environmental conditions including, but not limited to, temperature variations and extremes, odors, noise, vibrations, vehicular traffic, and/or dust.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.



Examination Data

The first step in the selection process will be a review and evaluation of application materials to identify those candidates who appear to be qualified in terms of academic preparation, training, experience, and achievements as these relate to the duties and requirements of the position. To facilitate an accurate evaluation, applicants are encouraged to include in or with their applications, clear and specific details about their qualifications. A representative number of better-qualified applicants will then be further evaluated and rated in an oral examination (i.e., interview) designed to assess knowledgeability and personal suitability.

2016 Salary and Benefits

West Allis resident hourly rate range is \$25.18 to \$31.47. Non-West Allis resident hourly rate range is \$24.69 to \$30.86.

Benefits include:

- Vacation accrual upon date of hire based on the vacation schedule;
- A sickness disability benefit plan;
- Twelve (12) paid holidays;
- Eligibility for health insurance the first of the month following thirty (30) days of service with choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account) – both plans are contributory and cover the employee and his/her family;
- Fully paid dental insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service;
- A dual pension system comprised of the Wisconsin Retirement Fund* and Federal Social Security (both of which are contributory);
- A fully paid life insurance program* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars, with the option for additional coverage;
- An educational reimbursement plan for the pursuit of job related courses;
- Voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, Employee Assistance Program (EAP), and Employee Wellness Program.

*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.

Veteran's Points

Honorably discharged war veterans who receive an overall qualifying rating will be awarded special credit points upon presentation of proper proof (Form DD-214) of military duty. This applies to open recruitment candidates only.

Post-Offer Drug Test/Probationary Period

Persons offered employment must pass a post-offer drug test as a condition of employment. The City of West Allis is an at-will employer. All appointments are subject to a probationary period of six (6) months; however, employment may be terminated at any time for any reason.

How to Apply

Application forms, available online at www.westalliswi.gov/jobs or at the Human Resources Department, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and **ON FILE NO LATER THAN 5:00 P.M. WEDNESDAY, JANUARY 4, 2017.**

Please note: A job interest card may not be substituted for the application form. Visit our website at www.westalliswi.gov for further information on the City of West Allis.



The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

37-16 (O) (P) Re-Recruit; 12-5-2016



www.westalliswi.gov



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

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(APPLICANT MAY RETAIN THIS PAGE)

TEAR HERE

TEAR HERE

TEAR HERE



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? Yes No

Do you have the legal right to live and work in the United States? Yes No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? Yes No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? Yes No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? Yes No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? Yes No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

If you were discharged for cause from any employment, state the details:

List any equipment, machines, tools, or computer software you are skilled in using:

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? Yes No

If yes, what is the pending charge?

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? Yes No

Have you ever been convicted of any violations of law excluding minor traffic violations? Yes No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? Yes No If yes, for what position(s) and when?

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE)

(SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION
This form MUST be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer the questions below.

Position applied for _____ Social Security Number _____
Name _____ (LAST) (FIRST) (MIDDLE)

COMPLETION OF THIS PART OF THE FORM IS VOLUNTARY. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: [] Male [] Female Birthdate ____/____/____ Age _____
MM / DD / YYYY

Veteran Status: [] Veteran [] Non-Veteran [] Disabled Veteran, Disability Rating _____%

Ethnic Group:

- [] Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
[] White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
[] Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
[] Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
[] Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
[] American Indian or Alaskan Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
[] Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Do you consider yourself to be disabled? [] Yes [] No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- [] Milwaukee Journal/Sentinel [] Job Service [] School _____
[] Spanish Journal [] City Cable Channel [] Community/Minority Organization _____
[] City Website [] Bulletin Board/Walk-In [] Social Media Source _____
[] Interest Card/E-Notify Me [] Employee [] Other Website _____
[] Job Hotline [] Word of Mouth [] Other _____

The above-completed information is true to the best of my knowledge:

_____(DATE) _____(SIGNATURE)