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ANALYST, IT SPECIALIST

(Repost)

General Circular No. P3 – 2156

Place of Work:	Information Technology Services
Status:	100 % Regular position
Salary Rate:	\$29.93 to \$54.91
Start Date:	Immediate
Immediate Supervisor:	Director

Nature of the Work

The Student Information Systems (SIS) Analyst's primary role is to support "SIS" (student records) systems (data analysis, system updates, reporting tools) as well as the key users. The role oversees the development and proper functioning of an application and its related components (e.g., database, reporting tools) in coordination with web programmers, vendors, etc., ensuring consistency amongst all development and hosting environments, applying and following the Software Development Life Cycle (SDLC) standards based on the .NET Framework and other, predominantly Microsoft, technologies.

Main tasks and responsibilities

The successful candidate evaluates, adjusts or enhances existing internal programs to incorporate changes to requirements. In addition, the candidate identifies, communicates and addresses risks, anomalies and issues related to the application process and data integrity. In addition, the candidate provides ongoing support and maintenance for third party applications, such as GRICS applications that are related to this role may include and not be limited to: GPI (youth sector), Jade (youth and adult sectors), Mozaik Portal, etc...

- Translating business requirements to functional requirements to be transmitted to the programmers.
- Assessing data quality and ensuring data cleaning, filtering and standardization.
- Rigorously testing updates of apps with developers prior to production.
- Developing user-friendly manuals, support material and other technical documentation.
- Collaborating with the Business Intelligence Analyst and stakeholders in identifying needs (metrics, KPIs), data sources and analyzing data for reporting solutions.
- Identifies data sources and analyzes available data to answer business requirements.
- Ensures data security based on DevSecOps and Security-by-Design practices.
- Perform all other tasks related to the function.

Requirements and Qualifications

- Bachelor's degree with an appropriate specialization: Computer Science, or related field.
- Excellent language skills, both oral and written
- At least 3 years of experience in MS-Access, MS-SQL, JavaScript, VB.NET, C#, ASP.NET.
- Excellent problem-solving skills and experience researching and evaluating a variety of software products.
- Creative and innovative thinking approach for resolving situations and problems and expert understanding of relevant and emerging technologies and industry trends.
- Ability to prioritize, multi-task and work with minimal supervision.
- Strong technical and non-technical communication skills: familiarity with presenting, explaining technical concepts to a variety of audiences.
- Identify needs and provide support and training to users.

To view the job description as outlined in the classification plan [click here](#)
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department, **by Friday, October 18, 2024.**

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading. The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples