



BUSINESS SYSTEMS ENGINEER

SALARY RANGE

\$81,034.54 - \$118,411.62 Annually
Plus an excellent benefits package

The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for a Business Systems Engineer to support the Information Services Business Systems Unit in meeting SBCERA's business needs.

BACKGROUND

The San Bernardino County Employees' Retirement Association (SBCERA) is a California public pension plan that manages benefits and pension assets for over 37,000 members and beneficiaries, and 18 participating employers. SBCERA is a Special District governed by its own board, the Board of Retirement (Board), which acts as a fiduciary agent for the accounting and control of employer and member contributions and investment income.

For more information about SBCERA, please visit the website at www.SBCERA.org.

CLASSIFICATION SPECIFICATIONS

DEFINITION

The Business Systems Engineer is an advanced position within SBCERA Information Services Business Systems Unit. The position contains knowledge in areas including the design, development, and management of complex applications as well as Relational Database Management Systems (RDMS). The position uses said knowledge to ensure business needs of the San Bernardino County Employees' Retirement Association (SBCERA) are met. The position may serve as a technical expert on projects that include the access to and/or modification of SBCERA owned data.

DISTINGUISHING CHARACTERISTICS

This classification uses business centric methodology to manage, design and develop applications utilizing multiple programming languages across various computing environments to increase efficiency; develops and administers Relational Database Management Systems (RDMS) linking heterogeneous data; liaisons between SBCERA staff and line of business providers; may serve as a technical resource on projects that include the access to and/or modification of SBCERA owned data.

RESPONSIBILITIES

The Business Systems Engineer works under the direction of the Information Services Management and Senior Business Systems Engineer, performing a broad range of responsibilities including, but not limited to, the following:

1. Design, analyze, develop, maintain and administer databases, their performance, security, and services required for development, testing, and production usage;
2. Research and identify database environment requirements and specifications; determine integration requirements to ensure inter-operability across multiple platforms and technologies; coordinate with appropriate SBCERA IT staff to identify, plan and implement database design specifications including software, hardware and storage requirements;
3. Work in conjunction with third-party vendors to design, analyze, develop, maintain and administer databases scripts, and ad-hoc reports to meet SBCERA business needs;
4. Communicate with appropriate SBCERA staff in order to identify SBCERA application needs; design, implement, and maintain custom applications using various computer languages; write, revise and maintain code for said applications;
5. Provide recommendations for improving business processes through the acquisition and/or creation of software in order to accomplish SBCERA goals;
6. Work in conjunction with third-party vendors to design, analyze, develop, implement, document, maintain, and administer applications within SBCERA's various environments to meet SBCERA business needs;
7. Monitor and analyze website/system volume capacities; monitor and analyze traffic patterns; monitor and test website functionality to ensure optimal performance for end users; recommend performance improvements;
8. May design, develop, implement, document and maintain websites, including Information Architecture, navigation, searching, content management, user interfaces, security and audio/visual streaming. Develop website navigation and application frameworks; write programming code and scripts; create database connections; ensure compliance of web pages and sites with SBCERA policies and procedures;
9. May implement website security to help ensure the integrity and protection of data and to prevent intrusion from external sources;
10. Act as a technical resource and potential lead on any project that that falls within the scope of the Business Systems Unit;
11. Provide backup technical support for other SBCERA IT staff when necessary and
12. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor degree from an accredited college or university in computer science or closely related field.

AND

Experience: Two (2) years of full-time or its equivalent experience performing software applications programming and/or database administration.

Substitution of Experience for Education: Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of Four (4) years.

Substitution of Certification for Education or Experience: Certification in software applications, programming and/or database administration may be substituted for two (2) years of either the required education or experience.

Substitution of Vocational Training for Experience or Education: Applicable vocational training/education may be substituted for the required experience and/or education up to a maximum of two (2) years. Vocational training/experience will be weighed on a case by case basis and may not grant a year-for-year substitution.

Accepted certifications include but are not limited to: Microsoft Certified Solutions Expert Productivity (MCSE: Productivity), Microsoft Certified Solutions Associate Data Management and Analytics SQL (MCSA: Data Management and Analytics SQL), Microsoft Certified Solutions Expert Data Management and Analytics (MCSE: Data Management and Analytics), Microsoft Certified Solutions Associate App Builder (MCSA: App Builder), Microsoft Certified Solutions Developer App Builder (MCSD App Builder), Microsoft Certified Solutions Associate Business (MCSA Business), Microsoft Certified Solutions Expert Business (MCSA Business), ICCP Database Administrator (CITP-DBA), Oracle: Various Applications or Database Certifications.

DESIRED KNOWLEGE:

- Document Management / Enterprise Content Management systems such as Sharepoint 2013 or higher, Alfresco, SAP DMS, Documentum, FileNet, OnBase, LaserFiche, etc...;
- Programming Language such as .Net [C#, VB, ASP, etc], Java, JavaScript, Perl, Python, Ruby, PHP, Windows PowerShell, etc...;
- Markup Languages such as XML, HTML, HTML5;
- Database servers such as SQL Server 2012 or newer, My SQL, Oracle 12c or higher;
- SQL/Oracle database programing, stored procedures, views, triggers, tuning, and maintenance;
- Web Services using Platforms or Protocols such as SOAP, .NET, IIS, Apache/Tomcat, etc...;
- Principles and methodology of application development, system design, and programming
- Principles and methodology of quality assurance, troubleshooting, application and database security, project management;

Note: Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied with an evaluation report from a reputable credential evaluation service showing equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

ADDITIONAL CLASS INFORMATION

Job Code tbd

FLSA Status Non-Exempt

Benefits Unit Administrative Services

Pre-Placement IV

Workers' Comp Code Clerical

Rev Date: 12/11/18 jdm