

EMPLOYMENT OPPORTUNITY WITH YAKIMA VALLEY CONFERENCE OF GOVERNMENTS



TECH SERVICES APPLICATION ANALYST I, II, III



Contribute to the Future of Yakima Valley

Seeking a dedicated professional who can problem solve, work independently, or with a team, to positively impact programs and services performed for municipalities within the Yakima Valley.

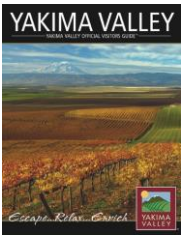
Work may be highly confidential and is performed with considerable latitude for the use of independent judgment and initiative.

The dedicated person offered employment will demonstrate exceptional characteristics.

ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS:

Established over 50 years ago by the elected mayors and County Commissioners of the Yakima Valley, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, community members who are committed to working together on land use, transportation, environment, public safety, housing, homelessness, and other common issues that impact the quality of life in the Yakima region. YVCOG offers programs that cross jurisdictional boundaries and services to our members in a collaborative approach giving each member an equal voice at the table, promoting equity throughout the Yakima Valley. YVCOG may at times, serve as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The overall mission of Yakima Valley Conference of Government membership is to improve the valleys’ livability and secure its future by working together on matters of mutual concern.

Located in the center of the state, Yakima County is the second largest county in Washington by area. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 256,700 people, 50.7% of whom are



Hispanic and Latino, the region is culturally rich and diverse. Applicants will find a family friendly environment that offers single family housing with a median cost of in the \$335,000 range. Small town living galore, the region offers urban living in the City of Yakima, which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities.

ABOUT THE TECH SERVICE APPLICATION ANALYST POSITION

Under general supervision, performs analytical duties in the development, operation, administration, and support of YVCOG applications; ensures the applications function efficiently and effectively; manages projects related to maintaining and enhancing the applications and provides case management for records and statistics.

Maintains and supports in-house and vendor supported computer application programs; troubleshoots and analyzes operational problems; develops and/or recommends solutions; implements security procedures for application access, trains users, and performs or manages special projects.

Work may be highly confidential and is performed with considerable latitude for the use of independent judgment and initiative. Work is evaluated through conferences, observation, user satisfaction and results achieved.

Persons with skills outlined in the essential duties are encouraged to apply.

ESSENTIAL DUTIES:

The Tech Services Application Analyst will report to the Cybersecurity Manager and will perform the assigned job duties under limited supervision as follows:

- Participates in the research and analysis of application needs and problems for users
- Provides assistance, advice, problem solving, and technical information to users regarding the use of software applications
- Act as liaison with users and the application vendor/provider.
- Identifies user needs and develops a variety of reports in the format desired by the user from either within the application or using third party report writing tools
- Develops and maintains law enforcement Dashboards throughout the Yakima Valley with Criminal data including specialized information requested from each agency
- Trains law enforcement how to query reports out of dashboards or law enforcement record system
- Attend law enforcement record system meetings (YACORP)
- Shall be expected to be the in-house expert (super-user) on the applications in use
- Assists with overall application system administration activities, such as development, installations, removals, upgrades, modifications, troubleshooting, data integrity, and security
- Apply innovative approaches, analysis, design, technical programming, data access/retrieval, database management, and problem solving skills
- Develops, documents, and maintains procedures and policies as it relates to applications
- Troubleshoots, identifies and corrects problems occurring within systems, databases or programs
- Ensures that system operations procedures are followed, and that system integrity is maintained
- Determines feasibility of systems, recommends improvements and updates systems documentation
- Assists in development and documents training processes to familiarize users with the applications and the processes
- Assists in development, implements and maintains security systems restricting entrance/access to programs and reports, and the types of operations that can be performed
- Documents all procedures and trains staff if applicable
- Consults with users to determine business needs
- Assists in development and implements minor in-house web applications or recommends a vendor supported solution to efficiently and effectively fulfill user specifications and business need
- Works with users, vendors and management to address user concerns and resolve issues
- Performs application upgrades, manages configuration and security

- Analyzes existing reports and rewrites or recreates programs using updated and modern languages or tools and web technologies
- Cooperatively coordinates and participates with users, vendors and management in the feasibility of applications and recommends software and/or hardware solutions
- Meets with management and other staff regarding application usage, improvements, modifications, upgrades, maintenance and training needs for users
- Provides recommendations; develops and/or modifies applications as necessary
- Requires regular and reliable attendance
- This list of job responsibilities is not all inclusive and will change and grow as new technology is developed

Education and Experience:

- **Education** – 4-year BS/BA degree from an accredited college or university in the field of Computer Science, GIS, or other related field or the equivalent combination of education and experience, within the previous 12 months, sufficient to successfully perform the essential duties of the job.

Experience may be substituted on a 1:1 basis for education.

High school diploma or GED + five (5) years

Associate degree or vocational certificate + three (3) years

Bachelor degree + two (2) years

.... progressive responsible experience in developing, managing and/or maintaining business computerized application systems within the previous 12 months

- **Salary & Experience** –

Salary for this position is based on a variety of skills, certifications, and years of successful experience:

High school diploma or GED + five (5) years	Grade B: \$45,421 - \$61,227
Associate degree or vocational certificate + three (3) years	Grade E: \$60,086 - \$80,590
Bachelor degree + two (2) years:	Grade H: \$75,634 - \$101,194

- **Security** – Provide evidence of U.S. citizenship, be determined suitable for the position based on the results of a background investigation and experience sufficient to successfully perform the essential duties of the job.

Our Preferred Candidate has expertise in:

- Microsoft 365 Enterprise
- Windows Security
- Networking Experience
- Law Enforcement Records (Spillman)
- ESRI Criminal Mapping
- ESRI Enterprise level certifications (Administration professional, or Enterprise Geodata management professional).
- GISP (Geographic information systems professional).

BENEFITS:

- Paid employee medical coverage
- Employee dental and vision coverage available
- Employee's dependents medical, dental and vision available
- Paid Long-term Disability Insurance
- Paid \$50,000 life insurance + \$2,000 life insurance per dependent
- Eligible to participate in Deferred Comp or Roth with DRS
- Eligible to participate in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- 2 Personal Leave Days
- Twelve (12) Paid Holidays
- Paid Leave Days (based on years of service)
- Sick Leave
- Wellness Program
- Flexible Schedule
- This is a hybrid position – probationary period will be onsite

All positions at YVCOG are Grant or Contract supported.

HOW TO APPLY: Position Open Until Filled

To apply for this opportunity, complete the online application. Email your application, resume, cover letter, and responses to the supplemental questionnaire to yvcog.hr@yvcog.org

Polygraph & Background Investigation:

For candidates that make it through the potential employment offer process, a background investigation and fingerprinting will be required due to the nature and security requirements of the job.

Applicants will be required to sign releases of information and shall not have access to any investigative materials or files. The Background Investigation and Fingerprinting are part of the pre-employment selection process and are not a commitment to employment.

This position has strict guidelines relating, but not limited to personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. During the PE candidates are required to sign an assessment sheet and participate in an oral interview process to verify the candidates' responses to the Personal Background Evaluation, the Personal History and Background Questionnaire, and a Pre-Employment Interview.

UNTRUTHFUL OR MISLEADING ANSWERS OR OMISSIONS WILL BE TREATED AS A FALSIFICATION WHICH WILL BE CAUSE FOR REJECTION OF POTENTIAL EMPLOYMENT.

YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.
This is a drug and tobacco free workplace.**