



Provincial Job Description

TITLE:
**(250) Materials Management Systems
Analyst**

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support for the computer systems and identifies computer requirements for the Materials Management Department.

QUALIFICATIONS:

- ◆ **Computer Systems Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced knowledge of personal computers, networks and protocols**
- ◆ **Programming and program management skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Analytical and problem solving skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working with Materials Management or Finance computer systems.**

KEY ACTIVITIES:

A. Application Maintenance / Support

- ◆ **Configures, coordinates, maintains, supports and trains regarding department computer systems.**
- ◆ **Logs and monitors new issues that impact the business process.**
- ◆ **Integrates between application vendors that interface with department system.**
- ◆ **Provides system performance monitoring and data quality in cooperation with the Information Systems Department and application vendors.**
- ◆ **Coordinates system changes and upgrades.**
- ◆ **Creates test scripts of new hardware/software prior to implementation.**
- ◆ **Provides systems administration to user groups, report groups, menu groups, user ID's and passwords in the Materials Management computer system.**
- ◆ **Provides management with reports on an ad hoc or scheduled basis.**
- ◆ **Maintains table builds and computer configuration.**
- ◆ **Solves daily user issues.**
- ◆ **Assists in day-to-day system changes to ensure data requirements are current.**

B. Education / Training

- ◆ **Develops and maintains user guides for software changes.**
- ◆ **Obtains current application training in order to teach other employees.**
- ◆ **Assists in development of policies and procedures related to the operation of Materials Management systems.**

C. Related Key Work Activities

- ◆ **Sets up month-end on the system and generates reports.**
- ◆ **Participates in user group meetings to ensure that integration between Materials Management and other business units remains intact.**
- ◆ **Communicates with other health regions about related/new application issues.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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