

The New Mexico Public School Facilities Authority is seeking to hire one of your Deep Dive Coding Graduates for an Entry level Business Systems Analyst. This position is a career ladder opportunity. Please have interested graduates email their resume to: [LNawman@nmopsfa.org](mailto:LNawman@nmopsfa.org). Thank you.

**Job Purpose:**

Under the supervision of the IT Business Process Manager, the Business Systems Analyst I assists with analysis, consultation, design, implementation, deployment, documentation and training of in-house and 3rd-party business applications. This individual will capture customer requirements, and configure applications to meet customer-specific business processes. The incumbent plays a major role consulting with customers during discovery, design and deployment of PSFA software and database applications; he or she will be capable of carrying solutions through deployment, training and hand-off activities working cohesively with the Project Management Team. He or she entails creation and maintenance of system-related documentation, such as business requirements, process flows, status reports, and configuration worksheets. This position is 35% Unit Development, 35% Testing, 15% Research and Documentation, 10% System Support and 5% other duties as assigned.

**Duties and Responsibilities:**

- Assists IT Business Process Manager in development, upgrade and maintenance of Agency applications and databases.
- Provides systems support for third-party and in-house business applications.
- Participates in business process analysis, data migration, testing, and related software development project tasks.
- Prepares and maintains business, functional, and system requirement documents.
- Identifies problems, researches alternatives through testing and consulting with peers.
- Prepares department presentations as required by the Business Process Manager.
- With limited supervision, leads functional and integration testing, user acceptance testing (UAT) and usability testing of software and database applications.
- On-call availability to provide support, analysis, diagnostics, and problem resolution for production systems in accordance with department Service-level Agreements (SLA).
- Responds in a timely fashion to end users' needs and concerns relating to computer business applications and general systems issues.
- Diagnoses and resolves technical problems, prevents problem escalation and provides solution tracking.
- Handles multiple project responsibilities simultaneously to prioritize work and resolve technical emergencies as they may occur.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities Required**

- Strong problem solving and analysis skills, using critical analysis.
- Strong interpersonal and communication skills.
- Ability to articulate complex concepts to audiences of varying perception levels.

- Good knowledge of UI, web application layout, and aesthetic appreciation (usability).
- Proficient familiarity with Linux OS (Ubuntu), MySQL and PHP-based Content Management Systems (CMS).
- Working knowledge of Excel, PowerPoint, Visio, Word, & MS Project.
- High level of attention to detail.
- Ability to "think on your feet."
- Ability to articulate complex concepts to audiences of varying perception levels.
- Must demonstrate a strong ability and initiative to learn.
- Ability to create and manage virtual machines.
- PHP/MySQL development experience a plus.