

Business Analyst

General Services

Hiring Range: \$43,994 - \$67,090

Deadline: 11:59 p.m. January 1, 2023

Chesterfield County Government is seeking a Business Analyst to be responsible for performing research and analytical work, particularly in the areas of cost management, vehicle acquisition, and replacement schedules. Duties also include facilitating the vehicle permanent lease program, researching vehicle specifications, contract management with Procurement, on-boarding and decommissioning of vehicles, and reporting the ongoing effectiveness of fleet replacement policies and strategies by using cost accounting methods and developing justification and documentation for user rate recommendations. Responsible for the analysis and development of productivity measurements to simplify and/or improve processes, determining performance standards by tracking and trending production data, and conducting operations and vehicle fleet cost and usage rate analyses. Conducts fleet analyses and special studies to implement quality service and operational improvements. Assignments may be comprehensive and complex, requiring substantial research and analysis. Assignments are generally in the form of broad outlines of desired results and objectives, outlining the project, and providing general guidance. This position performs related duties as required and is supervised by the Business/Administrative Manager.

ADDITIONAL BENEFITS:

This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.

Successful candidate will possess a bachelor's degree in business or public administration or a related field and two years of professional experience that includes fiscal management, budgeting, administrative analysis, business or customer services, contracts, or other closely related field; or an equivalent combination of training and experience. Working knowledge of principles and practices of business, fleet operations, and management principles involved in strategic planning, resource allocation, and/or productivity measurement studies. Ability to conduct difficult analytical studies involving administrative and/or financial systems and procedures; to identify and define problems, evaluate data, make recommendations, and develop and implement a plan of action; to effectively prioritize and organize multiple assignments and projects; to assist with budget preparation and management; to communicate effectively orally and in writing; proficiency in Microsoft Office programs, including Excel, fleet related software, and other standard office equipment; and to develop and maintain effective working relationships with internal and external customers. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, records must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion