Capital Project Management Information System (CPMIS) Specialist (Business Analyst III)

Salary - $83,645.54 - $139,409.71 Annually
Location - FAIRFAX (EJ03), VA
Job Type - FT Salary W BN
Job Number - 23-01953
Department - Transportation
Opening Date - 07/08/2023
Closing Date - 7/28/2023 11:59 PM Eastern
Pay Grade - S29
Posting Type - Open to General Public

To apply: https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4106154/capital-project-management-information-system-cpmis-specialist-business-analys?keywords=capital%20proj&pagetype=jobOpportunitiesJobs

Job Announcement

Since 1977, the Fairfax County Department of Transportation (FCDOT) has served the Fairfax County community by enhancing mobility, safety, and the quality of life of residents, businesses, and visitors through planning, coordinating, funding, implementing, and sustaining a multimodal transportation system. FCDOT is seeking a motivated Business Analyst III with experience in business analysis, project management, system administration, and application life cycle support. Under general supervision of a Business Analyst IV, implements and serves as the system administrator for the Capital Project Management Information System (CPMIS), the county's capital project full lifecycle management solution, including project scheduling, document management, and project and financial reporting. Independently works with diverse teams of senior leaders, engineers, financial specialists, and technical consultants to define requirements, improve business processes, and provide training and business end-user support.

Responsibilities include:

- Serving as FCDOT's primary CPMIS system administrator, providing end-to-end project management and day-to-day system support to meet business needs.
- Analyzing business needs and processes and defining requirements to develop functional and nonfunctional system specifications, identify opportunities for continuous operational improvement, and research, analyze, and propose solutions.
- Developing system policies and procedures.
- Building successful relationships with the Department of Public Works and Environmental Services (DPWES), the Department of Information Technology (DIT), software vendor/s, and business end-users to facilitate system incident resolution, change management, and provide project management leadership for major and minor system enhancements and maintenance.
- Developing and delivering CPMIS-related trainings to end-users.
- Monitoring system usage to ensure compliance with licenses and county policies and developing monthly KPI metrics.
- Performing other duties as assigned

For more information on the Fairfax County Department of Transportation, please click here.
Employment Standards

MINIMUM QUALIFICATIONS:
[Any combination of education, experience, and training equivalent to the following](#):
(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")
Bachelor's degree in business, computer science or a field related to the department where the IT services are being used: plus four years of experience analyzing business processes and/or developing/maintaining the main business system, technical platform or a related system.

CERTIFICATES AND LICENSES REQUIRED:
Not applicable.

NECESSARY SPECIAL REQUIREMENTS:
The appointee to this position will be required to complete a criminal background check and a credit history check to the satisfaction of the employer.

This position is considered essential personnel and will be required to report to work during times designated countywide as approved for unscheduled leave regardless of the emergency situation (i.e., weather, transportation, other disaster).

PREFERRED QUALIFICATIONS:

- At least 7 years of experience working directly with customers and/or end-users to gather and validate business requirements and develop technical solution proposals.
- At least 5 years of experience in providing application system administration support and troubleshooting technical issues.
- At least 5 years of experience in managing, implementing, and maintaining complex application system solutions.
- Knowledge of effective processes, methods, and techniques to analyze and evaluate business operations.
- Knowledge of software development life cycle and Agile methodologies.
- Knowledge of effective project management methods, practices, and techniques.
- Excellent organization and project management skills, including time management.
- Strong verbal and written communication skills, including ability to succinctly summarize key information and communicate effectively to a diverse group of team members, stakeholders, and senior leadership.
- Ability to establish and maintain effective business relationships.

PHYSICAL REQUIREMENTS:
Ability to lift up to 25 pounds. Visual acuity is required to read data on computer monitor. Must communicate with others. Job is generally sedentary. Ability to use keyboard-driven equipment. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:
Panel interview and may include exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.