



COUNTY OF RIVERSIDE  
HUMAN RESOURCES DEPARTMENT  
INVITES RESUMES FOR THE POSITION OF:  
**BUSINESS PROCESS ANALYST I / II**



*An Equal Opportunity Employer*

**SALARY**

\$28.79 - \$37.55 Hourly  
\$2,303.48 - \$3,004.01 Biweekly  
\$4,990.87 - \$6,508.68 Monthly  
\$59,890.48 - \$78,104.21 Annually

**County of Riverside... *Beyond your expectations!***

**Do you have excellent C-IV knowledge?**

Riverside County DPSS is recruiting for a Business Process Analyst II to join the Program Technology Unit. **This position is located in Rancho Cordova, CA.** The Business Analyst will:

- Support the programmatic needs of the Consortium by working with the Application Development Team and Analysts in the design and implementation of C-IV application changes.
- Work closely with C-IV Counties, Business Analysts and the Contractor in the maintenance and operation of the C-IV system.
- Perform the necessary research, analysis and testing to ensure the system meets requirements and functions as intended.

**The ideal candidate will have:**

Experience with C-IV system technical redesign including:

- Performing research to ensure proposed changes are in compliance with State and Federal rules and regulations.
- Determining user needs and identifying the impact of proposed designs on county users.
- Identifying the need for additional county representation and input on system change projects.
- Developing test scenarios and performing testing on system changes before they go live.
- A strong working knowledge of welfare or employment programs and client referrals, the CMSP (County Medical Service Program), EBT, Cash Aid, Food Stamps, training for social service programs or automation systems.
- Experience leading groups through analysis and design of changes to automated systems
- Have experience coordinating and collaborating with a wide variety of staff.
- Strong writing skills.

**~Please see "Supplemental Information" below for details on how to apply.~**

### **C-IV System Support and Change:**

- Serves as a resource on all matters involving the support, operation, maintenance, enhancement, and upgrade of the C-IV System.
- Identifies and resolves production problem areas and corrects system set-up when production errors are identified.
- Works directly with C-IV to resolve underlying system program problems.
- Participates in system analysis and the development of design specifications in support of C-IV programming staff.
- Provides functional support.
- Participates in system testing to ensure that new releases and system changes provide the expected results throughout the business cycle.

### **Alignment of System Functionality with Business Processes:**

- Coordinates and participates in the design and evaluation of business processes required for the implementation of C-IV changes.
- Analyzes new C-IV components to determine if a new release will require business process modification.
- Evaluates existing county business process models to identify potential areas for automation and streamlining.
- Coordinates with business process managers to adopt system changes needed for new/modified public programs and services.
- Gathers and evaluates requirements and participates in the design specifications for new or modified business processes.

### **Legislation Research for System Compliance with State and Federal Requirements:**

- Analyzes and interprets state and federal legislation to evaluate the need to implement system changes.
- Participates in the design and implementation of system changes, and maintains system set-up tables and parameters to ensure compliance with state and federal requirements.

### **TYPICAL QUALIFICATIONS**

#### **Experience:**

**OPTION I:** Two years as a Business Process Analyst I with the County of Riverside;

**OR**

**OPTION II:** Five years of progressively responsible work which would demonstrate possession of the knowledge and abilities.

**AND**

**Education:** Coursework in public/business administration, human resources, finance, computer science, information systems, or a related field, equivalent to graduation from an accredited college with a Bachelor's degree. Experience in a functional support area may substitute for education on the basis of 30 semester or 45 quarter units of education equaling one year of full-time experience.

Knowledge of: principles and practices of financial, human resources, and/or other enterprise functions; project specifications development; application design; data modeling techniques; application of industry/corporate standards and conventions for systems analysis and quality assurance; installation, testing and migration process and techniques; quality and version control processes; use of packaged/off-the-shelf and 3rd party application software, including office automation tools.

Ability to: write/modify technical and user documentation; prepare flow process diagrams and other design graphics; use basic principles and practices and functional activities for the maintenance and enhancement of enterprise systems components; gather and analyze data; reason logically, draw valid conclusions, and make appropriate recommendations; speak and write effectively; read, interpret and apply laws, rules, regulations, standards, and procedures; establish and maintain effective working relationships with others and gain their cooperation.

**APPLICATION PROCESS** Read all information on this posting for special instructions. Unless otherwise stated, interested candidates must submit a resume clearly describing all experience, education and qualifications. The most highly qualified candidates' resumes will be reviewed. Posting may close and positions may be filled at any time.

For instructions on the application process, examinations, Veteran's preference, special accommodation or other employment questions, go to [www.rc-hr.com](http://www.rc-hr.com) and visit our Employment page for Frequently Asked Questions.

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**How to Apply:** Submit a detailed resume and cover letter clearly describing how you meet or exceed the position qualifications. If you have a current resume in Job Match, Please contact Celine Jaime via e-mail: [cjaime@rc-hr.com](mailto:cjaime@rc-hr.com). Otherwise, please submit your updated resume directly to [jobmatch@rc-hr.com](mailto:jobmatch@rc-hr.com) **and** carbon copy the recruiter, Celine Jaime via e-mail at [cjaime@rc-hr.com](mailto:cjaime@rc-hr.com). If you have any questions, please contact recruiter, Celine Jaime at: (951) 358-5630.

**SELECTION PROCEDURES:**

Resumes received will be scanned into County Human Resources Job Match System. A list will be created from Job Match based on recruiting guidelines, desirable qualifications, and any other recruitment criteria requested by the hiring authority. *Self nomination does not guarantee referral.* Based on Local Merit System, the top ten candidates will be referred for hiring consideration.

**Final date to Apply: Tuesday, October 17, 2008 by 5:00 p.m.**