Job Analysis

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Abstract

This week's assignment focuses on analyzing a job listing. We take a high-level look and interpret the advertisement to provide details of what the work assumes. Careful review will help us understand the qualifications, requirements, expectations, and responsibilities expected to be successful in the role. We also examine if my current experience and education would fit and align to the posting.

Keywords: Technical, soft skills, project management, career, culture

Job Analysis

The City of Virginia Beach is a local government entity. It is responsible for managing funds and resources with the goal to bring improvements to the community and to provide services in the best interests of its residents (*City of Virginia Beach Mission & Values, n.d.*). To assist with those initiatives, it employs staff with distinct roles and responsibilities throughout many of its departments, from Agriculture to Emergency Medical Services and Public Libraries to Information Technology (*City of Virginia Beach Departments, n.d.*). To be successful, the City of Virginia Beach offers competitive compensation and benefits to attract the best talent to fill critical positions required to streamline and sustain operations.

The Careers section of vbgov.com can have plenty of opportunities at a given time. You can view current trending jobs, create your own search criteria, or see benefits given to City of Virginia Beach employees. Listings identify specific responsibilities required by the respective department. Those different roles perform their part by supporting functions leading to the overall success of the organization. Having an IT background, I know technology is an integral part of keeping any company competitive in the industry while, at the same time, keeping their information secure. I would search for this type of position.

One such available position is a Systems Analyst II. This is a senior position requiring expert level skills. It calls for a combination of a college degree with four years' experience or some education above high school with relevant experience totaling eight years (*Systems Analyst II, n.d.*). The main duty would be to oversee and lead the implementation of IT applications conducive to the organization's day-to-day activities. Specifically, it is responsible for supporting the Oracle eBusiness Suite system (*Systems Analyst II, n.d.*). An applicant would

need to be able to provide technical support, maintain uptime by performing frequent updates, patching, monitoring of data, and performing routine health assessments (*Systems Analyst II, n.d.*).

Although IT expertise can be very broad, the posting does highlight their preferred skills in their Preferences section (*Systems Analyst II, n.d.*). Their list specifies desired traits from potential applicants, such as a bachelor's degree in a technical field (*Systems Analyst II, n.d.*). The job title indicates that it would relate to analysis. The analyst should know that substantial internal customer contact and team collaboration would be part of the job. Using technical skills, meeting milestones with the ability to task and delegate would be expected. PMI framework and business analysis knowledge is preferred so candidates with considerable knowledge in project management and those holding PMI certifications would have an advantage in the screening process (*Systems Analyst II, n.d.*).

Oracle eBusiness Suite consists of Human Resources, Payroll, and Timekeeping services for the City of Virginia Beach's environment (*Systems Analyst II, n.d.*). It is a major system that will be a part of the organization for the long term. As an enterprise application for employees, it is necessary that 100% uptime is sustained. Since this is a critical solution to its business, positions supporting this program is highly desirable. It would be safe to say that there would be a consistent need for experienced professionals in this discipline.

This would be an opportunity that I would be interested in applying as a prospective applicant. My skills and traits strongly correlate to the position. I already have experience in analysis, implementing applications, SQL, scripting, and have excellent written and verbal communication (*Systems Analyst II, n.d.*). As a senior level role, it is one that would attract

those, like myself, who are already mid-career with established goals. One of the driving factors

to wanting this job is for the potential salary. The range starts at $74k up to $112k depending on

qualifications (*Systems Analyst II, n.d.*). Another reason to choose this job is the desire to work

in the public sector as a government employee.

Reviewing the advertisement, it starts out by saying it is their "recruitment invitation"

(*Systems Analyst II, n.d.*). They treat applicants as guests. This says a lot about their culture.

The organization places emphasis in providing all the tools necessary for professional growth by

providing training (*Systems Analyst II, n.d.*). They appreciate and encourage staff input and

welcome fresh ideas for improvement (*Systems Analyst II, n.d.*). They value their staff in an

environment where their success is strongly prioritized.

The Systems Analyst II position is embraced as an important member of their

Information Technology family. Aside from the technical skills, soft skills are also important.

We already saw that the job is analysis driven while requiring interaction with users and teams.

With that known, it goes without saying that teamwork, adaptability, critical thinking, written

and oral communication, and interpersonal skills would help in the role.

However, there can be hurdles that may come with the job. This could intimidate some.

It is said that "employees may be expected to work hours in excess of their normally scheduled

hours…" (*Systems Analyst II, n.d.*). There can be outages, reprioritization of tasks and resources,

or customer issues that can delay your assignments. The job requires the role to adjust to

unforeseen circumstances.

Still, there are highlights that encourage job seekers to apply. Word choices can be

enticing like that it believes they "should be at the forefront of technological innovation"

(*Systems Analyst II, n.d.*). This shows that they are willing to provide the necessary resources

and tools for everyone to complement their skills and complete their projects. The design of

their site can also motivate applicants. It is well thought out and strategically presented. The

vibrant colors and easy to read fonts and character size can lend to their friendly invitation. They

welcome a diverse applicant pool with their desire to succeed. The advertisement was structured

to stimulate applicant activity.

We took an in-depth analysis of this career opportunity. It was easy to determine based

on the qualifications, compensation, and expectations that this role would align with applicants

with the required education and experience. It was easy to interpret what kind of candidates they

are seeking by the organization's mission and goals. We were able to understand the work

culture by their expressed and implied statements. The value placed on employees would easily

draw prospective hires. Knowing that the job can require work outside of normal working hours,

the benefits would outweigh those slight inconveniences. Overall, this listing's layout was

carefully constructed and while using wording to attract prospective new members.

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