MAXIMO BUSINESS ANALYST

DEFINITION

Configures MAXIMO to support the business needs of the Facilities Services Division.

TYPICAL DUTIES

Analyzes customer business objectives and application objectives.

Documents business processes using graphical techniques.

Develops database data configuration requirements, screen designs, and report definitions to meet users' functional needs and MAXIMO's technical specifications.

Coordinates database configurations changes and report definitions with MAXIMO System Administrator and Report Developer.

Assists in the development of project tasks, costs, and schedule.

Conducts MAXIMO user training.

Develops user manuals.

Works cooperatively with Maintenance and Operations managers to determine foundational data and user requirements necessary to implement the MAXIMO software.

Identifies and defines additional data elements to tailor the MAXIMO application to support user requirements.

Provides technical support to the various working groups in the establishment of procedures to accomplish maintenance operations using MAXIMO.

Compiles and analyzes data, and prepares and generates reports, using MAXIMO computerized maintenance management software.

Generates ad-hoc reports and creates recurring reports on work orders, preventive maintenance tasks, job plans, inventory levels, operating locations and equipment using Actuate report writer; based on end users reporting requirements and schedules automatic emailing of reports.

Prepares report templates and establishes libraries of data for a variety of specialized reports, including key performance indicators (KPI).

Creates report "drill downs" through links and registered reports for quick access from within any MAXIMO application for use by registered users.

Provides for searches through reports data from within reports.

Performs quality assurance functions to ensure accurate data representation within the system and on reports, including regressing testing and acceptance testing.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The MAXIMO Business Analyst provides technical expertise to configure MAXIMO to support the business needs of the Facilities Services Division, including the compiling and analyzing of data, and the preparation and generation of reports using MAXIMO.

A Senior Technical Project Manager, Facilities, provides direction over the activities of employees involved in the implementation and maintenance of the MAXIMO computerized maintenance management software.

The MAXIMO Data Management Analyst is responsible for all aspects of data interchange between MAXIMO and other information systems.

SUPERVISION

General supervision is received from a Senior Technical Project Manager, Facilities. Work direction may be exercised over lower-level support personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

MAXIMO
Methodologies of project planning, issues logs, flow charting techniques and report development
Database design fundamentals
Database query tools such as Quest Toad for Oracle
Facilities or maintenance Key Performance Indicators
Fundamentals of Oracle databases, SQL server and web-based architecture
Integration requirements, software configuration, data migration, reports creation, testing, documentation and training
Microsoft Project, Excel, Word, Visio, Outlook, and Access
PLSQL, SQL, ASP, and Visual Basic
Actuate e-Report Version 5 or later
EMMS technology (Electronic Media Management System)
Business process analysis
Information technology skills

Ability to:

Analyze and solve problems
Organize and plan task efficiently
Speak effectively, write clearly, and make presentations to a variety of groups
Develop project plans for software upgrades including specific task plans and timings for deployment activities
Work efficiently under time constraints
Develop report specifications
Develop business data diagrams and flowcharts
Work effectively as part of a team
Understand business processes
Work independently

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in industrial engineering, computer technology, computer science, or business administration. Qualifying experience, beyond that required, may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Four years of professional level work experience as a business analyst. At least two years of the experience must include implementing and using Computerized Maintenance Management Systems such as MAXIMO, Oracle, and SAP.

<u>Special</u>:

      A valid California Driver License.
      Use of an automobile.

SPECIAL NOTE

      Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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