

# NON-CIVIL SERVICE ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE

HUMAN RESOURCES RECRUITMENT CENTER

**\*\*EQUAL OPPORTUNITY EMPLOYER\*\***

(615) 862-6640

APPLICANTS ARE ENCOURAGED TO APPLY BY: **February 15<sup>th</sup>, 2025.**

## Information Systems Applications Analyst 3 (Business Analyst)

OR-06

Salary: \$77,082.64

**Position Description:** Performs the technical and analytical duties involved in designing, testing, installing, and implementing software solutions.

**Education and Experience:** The candidate will have at least five years experience as a Systems Analyst in a software development environment. Must be very familiar with all phases of the project development lifecycle and be able to perform analysis and testing throughout all phases as required.

**Preferred Knowledge/Skills/Abilities:**

- The ability to thoroughly document current business process and perform gap analysis as required.
- The ability to elicit requirements and prepare all necessary technical documents.
- The ability to translate business needs and collaborate with developers throughout the development lifecycle.
- The ability to, and experience with, writing and maintaining test scripts.
- The ability to thoroughly test application functionality.
- Experience with creating training manuals.
- Experience with data analytics and visualization software.
- The ability to train managers and end-users.
- Exceptional communication skills with all skill and management levels of an organization.
- Excellent customer service skills.

### TO APPLY

Email resume and cover letter to:  
[jisjobs@jisenashville.gov](mailto:jisjobs@jisenashville.gov)

*In Compliance with Tennessee Law, all applications are subject to Public Disclosure  
Background checks will be conducted for JIS positions*



Requests for ADA accommodation should be directed to:

ADA Coordinator Phone: (615) 862-6195