DESCRIPTION OF SERVICES

Job Identification:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Systems Analyst - Temp</th>
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<tbody>
<tr>
<td>Work Unit</td>
<td>Corporate Services Division</td>
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<tr>
<td>Responsible To</td>
<td>IT Systems Analyst</td>
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<tr>
<td>Job Purpose</td>
<td>This position assists the Information Services Team in delivery of its projects and operations objectives</td>
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<tr>
<td>Date</td>
<td>June – December 2022</td>
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The Temporary staff is to aid the ICT Team in the following tasks:

1. **Strategy & Planning**
   a. Meet with Operations Team Leads, systems owners, and end users to define business, financial, and operations requirements and systems goals.
   b. Research, review, and analyze the effectiveness and efficiency of existing processes and develop strategies for enhancing or further leveraging these processes.
   c. Prototype new procedures for the purpose of enhancing business processes, operations, and information process flow.
   d. Prepare and deliver reports, recommendations, or alternatives for improving processes in operating systems across the organization.
   e. Perform cost-benefit and return on investment (ROI) analyses for proposed changes to aid management in making implementation decisions.
   f. Identify and establish scope and parameters of process analysis in order to define impact, outcome criteria, and measure-taking actions.

2. **Acquisition & Deployment**
   a. Collaborate in the planning, design, development, and deployment of new applications, and enhancements to existing applications.
   b. Assist in conducting research on software and hardware products to justify recommendations and to support purchasing efforts.

3. **Operation Management**
   a. Develop, standardize, and maintain new or improved processes based on findings and analysis.
   b. Communicate process changes, enhancements, and modifications – verbally or through written documentation – to management, peers, staff, and other employees so that issues and solutions are understood.
   c. Create process models, specifications, diagrams, and charts to provide direction to system programmers.
   d. Develop budgets and timeframes for process changes in order to support company objectives.
   e. Liaise with various business groups in the organization to facilitate implementation of new or improved business processes.
   f. Coordinate and perform in-depth tests, including end-user reviews, for modified and new processes, and other post-implementation support.
   g. Provide guidance and/or instruction to junior staff members.
Employee

Date