

	Non-Bargaining Job Posting		Post: Internal & External
DIVISION: Finance and Administration		DEPARTMENT: Information Technology	
JOB TITLE: IT Analyst	SALARY GRADE: IT, Grade 1-4	MAX # OF OPENINGS: 3	
Summary of Duties:	Responsible for assisting across a wide range of Information Technology systems and projects, some specific to the Utility industry.		
Essential Functions:	Works on the maintenance and/or implementation of several different Information Technology systems including, but not limited to: - SAP - Exchange 2010 - Internet/Intranet - Outage Management System - SCADA Systems - Cisco Networks - Programs in Visual Basic/DotNet - Dell Servers and SANs - SQL Queries and reports - Standard IT back office solutions Performs IT work as directed by project manager or supervisor. Will work shift as directed by supervisor. Will be required to document work and follow formal change management processes. Must be able to analyze problems and work independently on small tasks or as an assigned member to larger projects. Will work directly with IT customers in a friendly and respectful manner. Will be expected to follow and create formal documentation for processes and procedures.		
Job Specifications: • Knowledge • Skills • Abilities	Required: High school diploma or equivalent. Minimum 3 years' experience relating to Information Technology or Project Management. General skills related to 1 or more of the areas listed above, as well as: • Ability to work as a Team Member or independently • Structured and organized approach to all work • Strong, friendly customer service orientation • Ability to follow and develop documented procedures • Excellent interpersonal skills • Excellent verbal and written communication skills • Willing to work in an environment of continuous learning and peer engagement		
Other Requirements:	May be required to serve on-call for addressing system problems. Must have valid Michigan driver's license with acceptable driving record.		
Working Conditions:	Generally normal office environment. Some plant exposure when visiting users at other locations. Possible exposure to coal or lime dust.		
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