



NOTICE OF JOB OPENING
BUSINESS ANALYST

Open: December 31, 2018

Close: January 15, 2019 or Until Filled

Classification: Grade 7 Exempt

Summary of Job Duties and Responsibilities: provides, implements, maintains, and optimizes applications; ensures integrity and proper functionality of applications; coordinates users' needs with application design and system architecture; assists users in use of applications and application interfaces; obtains and maintains expertise in CAW data sources; maintains file, database, and application servers; compiles and maintains computer files and records; enters, queries, retrieves, and plots system data; consults, coordinates and communicates with other departments and I.S. Staff; performs other essential duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of relational database software.
- Knowledge of relational database programming with Structured Query Language (SQL).
- Knowledge of Microsoft Windows OS.
- Knowledge of Microsoft Windows Server OS.
- Knowledge of Microsoft (MS) Access.
- Knowledge of MS SQL Server OR similar RDBMS.
- Knowledge of use of data processing systems and equipment.
- Knowledge of system software concepts, design & systems analysis, including business process & entity relationship analysis methods.
- Knowledge of limitations and use of data processing systems and equipment.
- Knowledge of structured query language (SQL) tools.
- Knowledge of system design principles, methodologies & tools, including those applicable to both client server & cloud environments.
- Knowledge of database techniques.
- Knowledge of basic project management methods, tools, and techniques.
- Knowledge of cloud services platform i.e., Microsoft Azure or other cloud service.
- Ability to design relational database structures.
- Ability to analyze data structure requirements and recommend solutions.
- Ability to think through a logical sequence of necessary events in terms of computer language to produce desired end product.
- Ability to communicate effectively, both orally and in writing.
- Ability to use interpersonal skills to establish effective working relationships with users.
- Ability to study technical reference material independently and apply the principles learned to keep job skills updated.
- Ability to interpret and translate non-technical users' needs into proper network and system specifications.
- Ability to adapt to continuous rapid change in technology and job requirements.
- Ability to understand and take advantage of the complex relationships between hardware, operating software, application programs and network environment.
- Ability to work with minimal supervision.
- Ability to train and assist users in use of systems.
- Ability to create standards for and maintain documentation.
- Ability to produce diagnostic reports using SQL tools.
- Ability to maintain confidentiality of information.
- Ability to interview business users to develop software solution requirements
- Ability to develop applications and reports that support identified requirements
- Skilled in problem solving and multitasking techniques.
- Skilled in database (SQL) management applications.

Minimum Qualifications:

Bachelor's degree in computer science or equivalent degree, plus five (5) years' experience in computer systems including five (5) years' experience using SQL tools, five (5) years' experience with enterprise Business Intelligence (BI) tools, five (5) years' experience in maintaining MS Access databases. Must be a high-performing, innovative, values-driven, informed and passionate individual.

Desirable Qualifications:

Must have knowledge of XML, HTML, Visual Basic for Applications, VB .NET, Java, SSRS, Cloud Services; Cognos and BI360.

Working Conditions:

Individual normally works in a typical heated and cooled office environment.

All interested employees of Central Arkansas Water are encouraged to apply and should request and complete a Request for Transfer/Promotion Form, available from Human Resources, and submit their resume in order to be considered for this position. Interested outside candidates may apply in person beginning on **Monday, December 31, 2018 during the hours of 7:30 a.m. to 4:30 p.m. in the Human Resources Office of Central Arkansas Water at 221 East Capitol, Little Rock. All forms, including resume, must be completed and returned to Human Resources by 4:30 p.m. on Tuesday, January 15, 2019 or until filled in order to be considered for the position.**

Central Arkansas Water will require a pre-employment physical & drug testing for all prospective employees after an offer of employment has been made. All offers will be contingent on the prospective employee receiving a "passing result" on the tests conducted. A criminal background check will be conducted.

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran's status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation or any other status protected by law.

Job related written and/or skills evaluation will be conducted.

Job Line: 501-377-1335 www.carkw.com

We support diversity and inclusion.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP BUSINESS PHONE

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FINAL SALARY	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Do you have any relatives (either by blood or marriage) who are currently employed by Central Arkansas Water?
___ Yes ___ No

If yes, please state employee's name and your relation to them:

Have you previously been interviewed for a position with Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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**NOTE: Central Arkansas Water is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability or veteran's status.**  
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• I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1238 or 377-1251 * LITTLE ROCK, AR 72203

NAME: _____

ADDRESS: _____ **CELLULAR PHONE:** _____

SUPPLEMENTARY INFORMATION REQUEST

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc.
(Continue on Page 2, if necessary)

Date Employed: _____ Company: _____
(Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

1. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

2. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

3. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____



**BUSINESS ANALYST
QUESTIONNAIRE**

NAME: _____

DATE: _____ (JD12/20/18)

EMAIL: _____

PHONE NUMBER: _____

DIRECTIONS: PLEASE ANSWER EACH QUESTION. DO NOT WRITE "SEE RESUME" OR "SEE REFERENCE LETTER" ON THE ANSWER LINES. IF YOU NEED ADDITIONAL SPACE, PLEASE WRITE ON THE BACK OR ATTACH ANOTHER SHEET. FAILURE TO ANSWER ALL QUESTIONS MAY RESULT IN YOU NOT BEING INTERVIEWED.

WHAT COLLEGE **DEGREE(S)** HAVE YOU EARNED?

DEGREE _____ MAJOR _____ WHERE _____

DEGREE _____ MAJOR _____ WHERE _____

ARE YOU A **HIGH-PERFORMING, INNOVATIVE, VALUES-DRIVEN, INFORMED, PASSIONATE** INDIVIDUAL? YES NO **(IF NO, DO NOT CONTINUE COMPLETING THIS QUESTIONNAIRE)** IF YES, GIVE AN EXAMPLE OR EXPLAIN: _____

DO YOU HAVE EXPERIENCE IN **COMPUTER SYSTEMS**? YES NO
WHERE? _____ **HOW LONG?** _____ YEARS _____ MONTHS

EXPLAIN: _____

DO YOU HAVE EXPERIENCE **USING SQL TOOLS**? YES NO
WHERE? _____ **HOW LONG?** _____ YEARS _____ MONTHS

EXPLAIN: _____

NAME _____

ARE YOU SKILLED IN PROBLEM SOLVING & MULTITASKING TECHNIQUES? _____ YES _____ NO

ARE YOU SKILLED IN DATABASE (SQL) MANAGEMENT APPLICATIONS? _____ YES _____ NO

DO YOU HAVE KNOWLEDGE AND/OR EXPERIENCE WITH THE FOLLOWING?

- MS WINDOW OS _____ YES _____ NO _____ YRS. OF EXPERIENCE
MS SQL SERVER _____ YES _____ NO _____ YRS. OF EXPERIENCE
SIMILAR RDBMS _____ YES _____ NO _____ YRS. OF EXPERIENCE
SOFTWARE CONCEPTS, DESIGN & ANALYSIS _____ YES _____ NO _____ YRS. OF EXPERIENCE

EXPLAIN YOUR KNOWLEDGE OF EACH OF THE ABOVE AREAS:

CAN YOU USE?

- SERVER _____ YES _____ NO _____ YRS. OF EXPERIENCE
PLOTTER _____ YES _____ NO _____ YRS. OF EXPERIENCE
SPECIALIZED PRINTER _____ YES _____ NO _____ YRS. OF EXPERIENCE

NAME _____

DO YOU HAVE THE ABILITY TO?

- Design Relational Database Structures YES NO
- Analyze Data Structure Requirements and Recommend Solutions YES NO
- Communicate Effectively, Both Orally and In Writing YES NO
- Use Interpersonal Skills to Establish Effective Working Relationships with Users YES NO
- Study Technical Reference Material Independently YES NO
- Apply the Principles Learned to Keep Job Skills Updated YES NO
- Adapt to Continuous Rapid Change in Technology and Job Requirements YES NO
- Work with only Minimal Supervision YES NO
- Train and Assist Users in use of System YES NO
- Create Standards for and Maintain Documentation YES NO
- Produce Diagnostic Reports Using SQL Tools YES NO
- Maintain Confidentiality of Information YES NO
- Interview Business Users to Develop Software Solution Requirements YES NO
- Develop Applications and Reports that Support Identified Requirements YES NO
- Think through a Logical Sequence of Necessary Events in Terms of Computer Language to Produce Desired End Product YES NO
- Interpret and Translate Non-Technical User Needs into Proper Network & System Specifications YES NO
- Understand & Take Advantage of the Complex Relationship between Hardware, Operating Software, Application Programs & Network Environment YES NO

DO YOU HAVE KNOWLEDGE OR WORK EXPERIENCE WITH?

EXTENSIBLE MARKUP LANGUAGE (XML) YES NO YEARS MONTHS
WHERE? _____

HYPER TEXT MARKUP LANGUAGE (HTML) YES NO YEARS MONTHS
WHERE? _____

COGNOS REPORTNET YES NO YEARS MONTHS
WHERE? _____

VISUAL BASIC FOR APPLICATIONS YES NO YEARS MONTHS
WHERE? _____

VB NET YES NO YEARS MONTHS
WHERE? _____

JAVA YES NO YEARS MONTHS
WHERE? _____

SSRS YES NO YEARS MONTHS
WHERE? _____

CLOUD SERVICES YES NO YEARS MONTHS
WHERE? _____

B1360 YES NO YEARS MONTHS
WHERE? _____

NAME _____

THE LIMITATIONS OF THEM _____

THE TECHNIQUES _____

**EXPLAIN YOUR KNOWLEDGE AND/OR WORK EXPERIENCE IN THE FOLLOWING AREAS:
SYSTEM DESIGN PRINCIPLES, METHODOLOGIES & TOOLS (INCLUDING CLIENT SERVER & CLOUD)**

NAME _____

BASIC PROJECT MANAGEMENT METHODS, TOOLS, AND TECHNIQUES

CLOUD SERVICES PLATFORM I.E., MICROSOFT AZURE OR OTHER CLOUD SERVICE

Are you able to fully and completely perform all functions, duties, and responsibilities of the **Business Analyst** position for which you are applying? ___YES ___NO If no, please provide an explanation: (**do not include medical information**) _____

Signature

Date

EMPLOYMENT REFERENCE CONSENT AND RELEASE

APPLICANT NAME: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO CENTRAL ARKANSAS WATER.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

STOP HERE

Instructions to Current/Former Employer

The individual named above has applied for employment with Central Arkansas Water. Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**Human Resources Director
Central Arkansas Water
P. O. Box 1789
Little Rock, AR 72203 Fax- 501- 377-7051**

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

Current or last job description and duties: _____

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA) _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment voluntary involuntary?

What was the reason for the applicant's separation from employment?

Is the applicant eligible for rehire? Yes No Is this a blanket company policy? Yes No

Printed Name and Title of Employer Representative Providing Information

Date

Signature

Phone Number



**AUTHORIZATION
FOR
PRE-EMPLOYMENT DRUG TESTING
AND
PRE-EMPLOYMENT PHYSICAL**

I understand that Central Arkansas Water requires drug testing for all prospective employees after an offer of employment has been made.

I understand that such test must be submitted to within 24 hours of the employment offer or the offer will be withdrawn.

I understand that all offers will be contingent on receipt of a "negative" on the drug test(s) conducted. If the testing produces a positive result, the offer of employment will be null and void and I will not be employed by the Utility at that time. I would then be prohibited from reapplying for any position with the Utility for at least six months and until providing proof of successful completion of a drug rehabilitation program, as well as the assurance that drug abuse is no longer occurring.

I understand that Central Arkansas Water will require a job-related, pre-employment physical for certain positions after an offer of employment has been made.

I understand that the physical must be completed as required or the offer will be withdrawn.

I understand that all offers will be contingent on my receiving a positive assessment of my ability to perform the physical requirements of the job. If a positive assessment is not received, the offer of employment will be null and void and I will not be employed by the Utility at that time.

I understand that refusal to sign the consent form authorizing drug testing and a pre-employment physical will result in my application being withdrawn from the pool of those eligible for consideration for the job.

Applicant Name: _____
(please print)

Applicant Signature: _____ Date: _____

Note: Drug testing of prospective employees will be conducted by the DHHS certified lab of the Utility's choosing, at Utility expense and before the individual's first day of work. Pre-employment physicals will be conducted by the facility of the Utility's choosing, at Utility expense and before the individual's first day of work.

(APPDRUG 2/21/12)



CENTRAL ARKANSAS WATER

EMPLOYEE BENEFITS INFORMATION

(Full time employees only)

Holidays - Eleven paid holidays each calendar year; immediate eligibility for new employees.

PTO (Paid Time Off) - PTO time is accrued on a bi-weekly basis during the current year. Accrual is 6.16 hours of PTO per payperiod (20 days annualized) for employees with up to 3 years of service. Accrual amount increases based on years of service, to a maximum accrual of 32 days. New employees have a 90 day waiting period before accrual begins, with accrual retroactive to date of hire.

Medical Insurance - Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 60% by employer and 40% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Dental Insurance – Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Health Care Assistance Plan - \$100.00 annual reimbursement by employer for expenses incurred for eyeglasses, contacts, vision/hearing exams, health and dental insurance deductibles, co-payments or co-insurance, and prescription co-payments. Benefit eligibility after 1 year of employment.

Life Insurance – Employee coverage is paid 100% by the employer and life insurance provided is one times annual salary, up to \$50,000. Eligible for coverage the first of the month following 60 day waiting period.

Accidental Death & Dismemberment Insurance – Employee coverage is paid 100% by the employer and AD&D provided is one times annual salary, up to \$50,000. Eligible for coverage the first of the month following 60 day waiting period.

Short Term Disability – Pays 50% of employee’s salary beginning the 8th week of disability, continuing for a maximum period of up to 4 months. Coverage paid 100% by employer. Coverage begins after one year of employment.

Long Term Disability – Pays 60% of employee’s salary (\$3,000 monthly maximum) after 6 months of disability. Coverage paid 100% by employer. Coverage begins after three years of employment.

Retirement Plan - Member of Arkansas Public Employees Retirement System (APERS). Contributions are 5% of employee’s bi-weekly salary taken on a pre-tax basis. Participation begins immediately upon employment.

Cafeteria Plan – Employees are eligible to join and receive the benefits of pre-tax deduction of eligible insurance premiums. Employees may also make pre-tax contributions to a dependent care spending account, and after one year of service, a medical spending account.

Employee Wellness Benefit – Up to \$250 combined annual reimbursement of expenses associated with tobacco cessation (reimbursed at 100%); exercise/fitness membership (50%) or weight loss program membership (50%). Eligibility begins after one year of employment.

401A Investment Plan – Retirement savings plan in which employees contribute 1% of bi-weekly earnings, with employer match. Participation begins after 90 days.

457 Deferred Compensation Plan – Retirement savings plan in which employees may elect to participate. Contributions are funded 100% by the employee. Participation is voluntary and may begin at any time.

Credit Union - All employees are eligible to join Arkansas Federal Credit Union and to receive the benefits thereof.

Tuition Reimbursement – 100% of tuition is paid by employer for grade “C” or better, subject to utility guidelines.

Pay periods - Employees are paid on a bi-weekly basis on Friday, one week in arrears. Direct deposit is encouraged.