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|----------------|--------------------------------|---------------------------|------------------------------------------------------------------|
| Job Posting #: | 04FB07282025                   | Posting Type:             | External                                                         |
| Job Title:     | Business Solutions Analyst     | Grade/Classification/Pay: | Grade 108/Exempt<br>Hiring Range: \$113,084 - \$149,836 annually |
| Department:    | Enterprise Systems & Solutions | Location:                 | Fredericksburg, VA                                               |

#### Job Description

##### OVERVIEW

The Operational Solutions Analyst studies and understands the clients' requirements, identifies gaps between clients' requirements and current functionalities, and defines solutions to bridge the gaps. The Operational Solution Analyst participates in the design, development, and integration of computer programs, and oversees the testing of such programs. Additionally, this role involves examining current business architectural designs and working with others to ensure successful implementation of solutions. Also reviews proposals from vendors and suppliers for any project that requires external input. Provides support and works under the direction of the Sr. Business Solutions Architect.

##### ROLE AND RESPONSIBILITIES

- Provides leadership, oversight, organization, and coordination of activities related to Operational Solutions assets and resources.
- Ensures and maintains the architectural integrity of the REC (Rappahannock Electric Cooperative) Operational and Financial systems and services.
- Continuously pursues innovative technology concepts, develop, and drive these concepts through working architectures, adoption, and implementation.
- Ensure system performance, availability, redundancy, and customer satisfaction that meet or exceed business requirements.
- Supports the drive to modernize Operational and Financial technologies in all areas within the cooperative to ensure that REC's technology foundation is agile, reliable, scalable and a cost-effective combination of on-premise and cloud computing environments as needed.
- Use statistical, analytical, and quantitative methods to support business process improvements and enhance internal operational efficiencies
- Integrate data from multiple data sets, analyze and interpret complex data sets.

##### REQUIRED SKILLS AND COMPETENCIES

- **Interpersonal:**
  - Must be able to communicate effectively in both verbal and written formats.
  - He or she must be able to effectively communicate issues of a technical nature to non-technical clients. The position involves collaboration with clients.
  - Ability to communicate and collaborate across organizational levels is a must.
- **Technological:**
  - Must have solid knowledge of computer hardware and software, operating systems, and system security/database management.
  - Experience with coding languages such as SQL, Access, ASP and/or SQL Server is desired. Crystal report development experience is desired.
  - Familiarity with relational databases, REST/SOAP API interfaces, Cloud solutions and/or low-code apps, such as Microsoft Power Apps preferred.
  - Knowledge of National Information Cooperative Solutions (NISC) preferred.
- **Decision-making:**
  - Must be an analytical thinker.
  - Ability to use Business Intelligence (B.I.) or Power B.I. data analysis tools preferred.
  - Must be able to understand the IT needs of businesses and design programs to meet or exceed those needs.
  - The ability to design business requirements for the Application Development team.
  - Must be able to evaluate the effects of programs on the success of the business.
- **Organizational:**
  - Must be able to manage and prioritize tasks, and work closely with the Business Solutions and Application Development teams.
  - Must possess strong attention to detail and be able to support multiple business models simultaneously.
- **Leadership:**
  - Must have the ability to influence and inspire others, model Brillit's core values (Caring, Respect, Integrity, Service), foster culture of accountability.
  - Must have demonstrated ability to write specifications, gather requirements, and create documentation.
  - Must be a self-starter with ability to work independently or in a group to meet established deadlines.

##### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A bachelor's degree or equivalent in Business Administration, Computer Science, Information Technology, or other related technical fields preferred. Eight (8) years related experience in the electric utility industry may substitute for a degree. A minimum of 8 years of progressive experience in supporting, designing, and developing complex operational solutions and products required. Electric utility experience preferred.

The successful candidate must possess a comprehensive understanding of both the technology needs of the business and the broader business objectives, recognizing how their solutions influence overall organizational success. They will assist in the development and deployment of web portals, web-based forms, and smartphone applications for data collection, utilizing cutting-edge technologies. A key responsibility includes evaluating various methods for storing, manipulating, analyzing, and presenting data to identify the most effective solutions. As an operational solution architect, the candidate will be expected to identify potential business risks associated with software design and implementation and proactively work to mitigate those risks.

Experience with project management tools and software such as Microsoft Project, Planner, Visio, or similar platforms is required. The ideal candidate will be a specialist in at least one area of technology development and possess an advanced understanding of computer hardware and software systems. Additionally, they must demonstrate expert-level knowledge of operating systems, system security, and database management in order to perform the duties of this role effectively.

This is a hybrid position with required in-person activities as required. The candidate must have sufficient at-home ISP (Fios, Cox, etc.) broadband infrastructure to support remote work. Will require periodic travel throughout REC's territory. Occasional travel for seminars and training will be required with overnight travel. Maintain professional knowledge by attending at least 1 learning event annually.

#### HOW TO APPLY

Applicants: Use our <https://brillit.co/careers> to apply for the opportunity. Please indicate the Job Posting ID #04FB07282025

Deadline: Open Until Filled

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.