



Job Posting #:	03BT01092023	Posting Type:	Exempt - Pay Commensurate with Experience
Job Title:	Operational Solutions Analyst	Location:	Fredericksburg, VA

JOB DESCRIPTION

POSITION PROFILE

The Operational Solutions Analyst provides expertise in the formulation of operational solutions scope and objectives relative to the business needs and requirements. The Analyst will also determine operational objectives by studying business functions, gathering, and documenting requirements, evaluating output requirements and formats. This opportunity is a part of Rappahannock Electric Cooperative's (REC) wholly-owned subsidiary, BrilliT.

ROLE AND RESPONSIBILITIES

- Provides expertise in the formulation of operational solutions scope and objectives relative to the business needs and requirements.
- Determines operational objectives by studying business functions, gathering, and documenting requirements, evaluating output requirements and formats.
- Analyzes operational and technical processes to formulate and develop new and modified business solutions.
- Devises and/or modifies procedures or processes to solve business and technical problems related to operational solutions.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree or equivalent required in Business, Human Resources, Computer Science, Information Technology, Education, Information Systems, or other relevant Technology or Technical field. MBA or Advanced Degree in Computer Science, Information Technology, or related technical field preferred. Five (5) years directly related experience in the electric utility industry may substitute for degree.

A minimum of 5 years of progressive experience of designing, developing, programming and/or supporting IT Systems and applications. Electric utility experience preferred. Experience with Human Resources, payroll, benefits administration, recruitment and/or Enterprise Financial processes a strong plus. Knowledge of integration architecture supporting inbound and outbound integrations preferred.

Must be able to prioritize responsibilities, identify and document user requirements and propose creative solutions to business problems. Must be able to become a subject matter expert on HR and/or Finance department processes and data. Propose alternative solutions to everyday business problems. Candidate must be able to work with vendors supplying solutions to ensure maximum efficiency from installed products. Candidate must be able to deliver effective solutions, within a team environment, functionally meeting current specifications and future requirements.

Must be able to exercise sound business judgment and operate independently and within a team environment. Must be proficient in the following areas: Ability to understand operational challenges and local business processes, as well as identify and recommend appropriate solutions based on technologies and strategies. Ability to gather detailed business requirements, architect, and design client-specific operational solutions, Ability to integrate and configure vendor-supplied solutions with existing enterprise systems to ensure maximum efficiency from installed products. Ability to evaluate complex business requirements and operational solutions. Experience across multiple data domains such as product, customer, supplier, employee. Ability to work in a fast-paced environment and consistently meet internal and external deadlines. Develop and maintain HR and/or Enterprise Financial systems integrations with other business systems and external vendors. Design and lead user acceptance testing. Excellent written and verbal communication skills.

Most of the work will be performed remotely or at the Fredericksburg office. Will require periodic travel throughout REC's territory. Occasional travel for seminars and training will be required with the possibility of overnight travel.

HOW TO APPLY:

External Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID # 03BT01092023

Internal Applicants: Interested parties should submit a resume/cover letter to rechr@myrec.coop.

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. BrilliT is an equal opportunity provider and employer.