



# We're Hiring

## Business Data Analyst – Information Services

This full-time position reports to the Business Applications Manager and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, WA 98663.

### WHAT YOU WOULD DO:

The Business Data Analyst serves as the system administrator for assigned enterprise applications that support utility billing, customer information, and work management. This role acts as the primary liaison between Information Services, internal business partners, and external vendors. Responsibilities include system configuration, maintaining data integrity and system health, and partnering with end users and IS teams to resolve issues, support enhancements, and enable data-driven decisions.

- Administer and support the utility billing, customer information, and work management system.
- Configure, troubleshoot, and coordinate system updates with vendors and internal stakeholders.
- Develop familiarity with the data and system relationships within the assigned enterprise applications to support integration and reporting needs.
- Act as a technical point of contact for vendors, coordinating issue resolution, upgrades, patches, and enhancement activities.
- Develop subject matter expertise in the customer information and work management system to support business unit staff in resolving issues and optimizing workflows.
- Extract and analyze system data to support data-driven decision-making for utility operations.
- Collaborate with stakeholders to understand business requirements and translate them into system configurations or process improvements.
- Monitor data quality and integrity within assigned systems, working with users to identify and resolve data issues.
- Develop and deliver system documentation, training materials, and user guidance to support consistent, effective system use.

### QUALIFICATIONS:

Bachelor's degree in Information Systems, Computer Science, Information Technology, Data Analytics, Business Administration, or a related field; OR an equivalent combination of education and relevant experience that demonstrates the knowledge, skills, and abilities required for the position. Experience administering, supporting, and analyzing enterprise applications, including system configuration, data management, reporting, or integration support, in an information technology, utility, government, or operational environment. Experience working collaboratively with business users, technical teams, and external vendors to support enterprise systems. Strong analytical and problem-solving skills with attention to data accuracy and system reliability.

### BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

### SALARY:

Clark Public Utilities' salary ranges are market based. With demonstrated full competency in the role and satisfactory performance, employees are generally positioned to reach midpoint of the established range over time, based on continued performance and development.

**Business Data Analyst:** \$72,277 - \$87,758 - \$103,239

### HOW TO APPLY:

Please send your resume with a cover letter via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

### Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.