



OMIC
**OPHTHALMIC MUTUAL
INSURANCE COMPANY**
A Risk Retention Group

Job Title: Senior Business Systems Analyst
Department: Information Technology
Reports to: Vice President, Information Technology
Status: Full-time; Exempt
Hiring Range: \$127,240 - \$159,062 (SF Bay Area)
\$114,516 - \$143,155 (outside of SF Bay Area)

Job Summary:

Responsible for analyzing and understanding business strategies, goals, and processes, and applying this understanding through designing and enhancing IT service offerings and processes composed of new or existing internal and vendor systems. Responsible for forging and maintaining strong relationships across the business.

Responsibilities:

- Utilizes OMIC's IT systems to help achieve strategic business goals.
- Evaluates client requests for implementation of new or enhanced technology in the organization, consistent with the goal of improving existing systems and technologies and meeting business needs.
- Studies system capabilities and data to improve procedures and develop solutions to business problems.
- Documents and educates others on system implementation and workflow.
- Develops project implementation plans and manages the project requirements in order to keep within timeline and budget.
- Uses system reports and data to monitor operational norms and identify opportunities.
- Designs and develops new systems by configuring new systems and processes, or use existing systems in new ways to accomplish additional or different outcomes.
- Consults on development and support requests.
- Works closely with individuals at all levels of employment to see what is and isn't working in the most efficient manner possible.
- Responsible for identifying and addressing current and future business needs within the realms of currently accessible resources.
- Responsible for assisting in system rollout, launch, and support of changes.
- Responsible for advising on the allocation of resources in such a way that minimizes waste and maximizes efficient use and profitability.

Education & Experience:

- Five to seven years of job-related experience
- Insurance industry experience preferred, with MPL background a bonus
- Must have a functional understanding of software systems and at least fundamental understanding of software development
- Strong proficiency in Microsoft Office, Oasis and ImageRight

Required Aptitudes and Skills:

- Bachelor's degree or equivalent
- Ability to take initiative and work independently, as well as part of a team
- Ability to multi-task, prioritize and be detail-oriented
- Ability to work effectively with all levels of the organization

Travel Requirements

Must be able to attend occasional conferences in a variety of cities.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to speak, hear, and must be able to use hands and fingers to manipulate equipment including computers and telephones. Specific vision abilities required by this job include close vision. The employee frequently is required to sit or stand for long periods of time and reach with hands and arms. The employee may occasionally lift and/or move up to 10 pounds.

This job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

To apply, please send cover letter and resume to careers@omic.com.