



ST. CROIX 116 King Street, Frederiksted, VI 00840
 (340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
 (340) 714-1700 FAX (340) 777-1103
www.USVIEDA.org

APPLICATION ANALYST I

JOB CLASSIFICATION	APPLICATION ANALYST I (ST. THOMAS/ST. CROIX)
CLASSIFICATION	CLASSIFIED, UNION
SALARY	\$47,248.88 - \$49,157.73
DEPARTMENT	EDC – APPLICATIONS
REPORTS TO	MANAGING DIRECTOR, ECONOMIC DEVELOPMENT
LAST UPDATED	MARCH 23, 2022

JOB DESCRIPTION SUMMARY

Under the direct supervision of the Managing Director, Economic Development, this position conducts preliminary interview with potential and existing Economic Development Commission (EDC) and other USVIEDA incentive program clients. Additionally, this position is responsible for evaluating applications, conducting online research, and making telephone contacts with EDC clients and attorneys on submitted applications. Also, reviews and interprets laws and regulations governing the tax exemption program; conducts in depth probe of applications and representative(s) prior to applicants’ public hearing and decision meetings. This position includes completing tasks commencing with the intake of applications and petitions to the distribution of an executed certificate to government agencies.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for the supervision of summer interns.
- Reviews and conducts online research on potential applicants to support or define application content.
- Gathers information from applicable government agencies to include the Department of Labor (DOL), the Lieutenant Governor’s office, Department of Planning and Natural Resources, the Bureau of Internal Revenue and the Department of Licensing and Consumer Affairs, and analyzes information generated objectively to form a finding on each application submitted.
- Prepares and/or analyzes cost benefit reports and studies reports for determination of application strengths or weaknesses.
- Drafts reports on pros and cons of applications for the Board’s decision meetings and participates in roundtable discussion regarding application strengths and weaknesses.
- Prepares monthly pending items reports and other unit reports; collects and records information on the status of applications submitted to the EDC and the progress of applications scheduled for public hearings and decisions meeting.
- Attends public hearings, interact with clients for information gathering.
- Attends Board’s decision meetings.



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- Writes preliminary and evaluation reports, with a focus on qualitative and quantitative factors, compliance of EDC requirements and cost benefit studies, on the approval or denial of applications for tax exemption benefits.
- Arranges meetings and communication with prospective investors interested in EDC tax exemption program.
- Prepares evaluation reports on the approval or denial of existing beneficiaries' request for changes (i.e., addition of partner, disregarded entity, etc.).
- Reviews applicant's financial documents to include financial projection and tax filing.
- Prepares all relevant documentation to clients regarding board decisions, etc.
- Compiles monthly data for the annual report.
- Perform other duties as assigned.

COMPETENCIES

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

SUPERVISORY RESPONSIBILITY

This position has supervisory responsibilities to the following:

- Summer interns

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment as applicable.

PHYSICAL DEMANDS

This is not a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This would require the ability to lift up to 20 pounds of force.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

Travel is expected for this position and may account for approximately 25% of the work time.



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REQUIRED EDUCATION AND EXPERIENCE

- Associate degree with five years of related experience.
- Strong background in economic development.
- Ability to understand and interpret legislative mandates and regulations governing programs.
- Good writing skills.
- Communication skills; ability to speak on a professional level with legal and different staff levels.
- Research and information gathering.
- Familiarity with Financial Statement and Income Tax.
- Familiarity with online search engines.
- Computer literate (Microsoft Suite: Excel, Word, PowerPoint).
- Good understanding of Business and Economics.
- Supervisory skills.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration.
- Finance, Economics, business operations, and industry standards experience.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

It is the policy of Economic Development Authority (EDA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

To apply, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume

To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST)**

Friday, February 10, 2023 . Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.