

SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature involving responsibility for conducting operations, organization, research and analysis studies in order to introduce more efficient, economical and productive work methods through the use of data processing systems. General supervision is received from an administrator and work direction may be exercised over a small number of Programmers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers data for analysis of administrative and clerical systems problems;
Analyzes documents, files, reports, workflow, regulatory and legal requirements and proposes problem solutions;
Designs systems diagram of information flow, computer controls, data files and report formats;
Recommends type of equipment to be utilized;
Writes computer programs;
Develops cost data and prepares economic evaluation on proposed procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of systems analysis, organization and management analysis, budgeting, accounting, statistical analysis, forms and records management and methods; good knowledge of the current principles, practices, methods capabilities and techniques of electronic data processing; good knowledge of the principles and practices of programming languages; ability to present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree or higher and three (3) years of data processing experience, two (2) years of which must have been in systems analysis work and one (1) year of which must have been in computer programming.

NOTE: Additional years of systems analyst experience may be substituted for schooling on a year-for-year basis.