

SYSTEMS ANALYST II

DEFINITION

Under general direction of the Information Systems Manager to develop and maintain automated computer systems for use by County departments; to be responsible for the maintenance of a variety of computer systems.; to serve as administrator for complex computer program systems; to be responsible for a variety of operating systems on County computer equipment; to serve as administrator for computer networks; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced working level classification for the performance of system analysis work in the County Data Processing Division. The incumbent develops and maintains a variety of data processing applications, performs systems programming for a variety of operating systems, and serves as network administrator.

REPORTS TO

Supervising Systems Analyst.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

SYSTEMS ANALYST II – 2

EXAMPLES OF DUTIES

- Develops a variety of automated data processing applications and systems.
- Works with users to understand information needs and develops systems to meet those needs.
- Prepares system specifications, definitions, and documentation for new applications and the modification of existing applications.
- Performs the more complex work in the writing, debugging, and enhancement of computer programs.
- Diagnoses and corrects hardware/software problems.
- Installs and tests new hardware and software.
- Develops and provides training for system and users.
- Assists users with resolving problems.
- Prepares users' guides, documentation, and manuals.
- Provides technical guidance and support for other data processing staff.
- Serves as systems programmer on complex operating systems.
- Serves as network administrator for assigned computer and terminal networks.
- Assists users with a variety of problems and questions.
- Repairs computers when feasible.
- Installs hardware and software at user locations when necessary.
- Provides technical support for the Supervising Systems Analyst.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; some kneeling and stooping; physical ability to lift and carry objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; some exposure to dust and electrical energy; continuous contact with staff and the public.

SYSTEMS ANALYST – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computerized information systems including hardware and software capabilities.
- Principles, methods, and procedures of computer systems development, analysis, and administration.
- Programming languages and available software packages.
- Recent developments, current literature, and sources of information regarding data processing and computer systems.
- Project development, management, and coordination.
- Development and conversion of applications and services to automated data processing.

Ability to:

- Develop, implement, and modify automated information systems.
- Perform systems programming on operating systems.
- Develop and implement computer system user training programs.
- Analyze user information needs and develop systems to meet those needs.
- Evaluate and prioritize hardware and software requests.
- Develop documentation and user manuals for systems and programs.
- Perform complex systems analysis and operating assignments.
- Prepare reports and correspondence.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County Data Processing Division, with the public, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

SYSTEMS ANALYST – 4

TRAINING AND EXPERIENCE

Required knowledge, education, and experience for this position:

Knowledge of:

Principles and procedures of computer information systems.

Programming languages and software packages.

Computer operating systems, and network administration.

Project management, development, and coordination.

Computer networking protocols and abilities.

Specific knowledge of : UNIX Operating System
 Microsoft Windows NT
 TCP/IP - Ethernet
 Informix Database software

AND

Four years of experience in the field of computer programming, or systems analysis.

AND

Equivalent to completion of twelfth grade and additional college courses or specialized training in computer programming, operating systems, network operations, or related fields.

A Bachelor's Degree is desired.

Special Requirements: Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

