

SYSTEMS ANALYST

DEFINITION

Under general direction, to develop and maintain automated computer systems for use by County Departments; to be responsible for the maintenance of a variety operating systems on County computer equipment; to serve as administrator for computer networks; and to do related work 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.

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.

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 processing and maintenance systems.
- Perform systems programming on operating systems.
- Serve as network administrator.
- Develop and implement computer system user training programs.
- Analyze user data processing 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 programming 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.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of responsible experience in the performance of computer systems analysis and development work, including experience in systems programming.

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