

## **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.