

## LEAD SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director and Assistant Director - Data Processing is responsible for systems analysis program of the County. In fulfilling this responsibility an incumbent must confer with heads of departments involved to ascertain specific input and output requirements. Work is performed with considerable independent judgment but must be coordinated with the technical procedures of the programming staff. Supervision is exercised over a number of systems, analysts, and a staff relationship exists with the several County departments. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Initiates, plans, supervises and conducts detailed methods and systems surveys of various County operations with a view to applying electronic data processing;

Prepares and directs the preparation of process charts and analyses that reflect work flow, external verification and audit points, and output requirements;

Develops and directs the development of procedures manuals of input preparation for electronic data processing systems;

Advises programming staff in preparing the detailed machine program from the diagrams and flow charts prepared by the systems staff;

Revises or directs the revision of existing systems to increase efficiency;

Trains and instructs subordinates;

Prescribes documentation standards;

Prepares records and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the mechanized and clerical procedures and problems; thorough knowledge of the requirements and problems of computer programming, operations and software, particularly including capabilities, applications and day-to-day administration; thorough knowledge of organization structure, and its relation to work flow; ability to plan and supervise the work of others; ability to prepare oral and written reports; sound judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) four years of experience in methods analysis, two years of which must have been in the analysis or supervision of the analysis of broad and complex projects; or (b) a Master's Degree\* with major work in Public Administration or related fields and three years of the specialized experience listed in (a) above; or (c) a satisfactory equivalent combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Experience in programming for internally stored programmed computer with magnetic storage media may be substituted for an equivalent amount of methods experience up to a maximum of two years.

Experience obtained as an intern in Public Administration may be substituted for an equal amount of the required experience.