

SENIOR SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the analysis, design and implementation of automated information systems. Responsibilities involve data gathering and analysis of methods and procedures; design recommendations in the form of user proposals, operational instructions and computer program specifications; and implementation and support involving systems testing and user training. An incumbent must possess a high level of expertise to enable the technical application of computer systems analyses. Supervision may be exercised over subordinate Systems Analysts and Programmers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision and project control for the development of computer based information systems;

Conducts detailed analysis and systems surveys of various County operations with a view towards applying automated information systems;

Performs testing and evaluation of third party software application packages for applicability to needs as defined by system users;

Prepares process charts, analyses and proposals that reflect work flow, external controls, data elements, output and cost factors;

Develops procedural manuals and trains users on requirements for automated systems;

Documents diagrams, flow charts and specifications for computer program development and advises programmers on systems requirements;

Revises existing systems to increase efficiency;

Assists in the training and instruction of subordinates;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated and manual administration policies and procedures and the application of the systems approach to improving operational or informational requirements; thorough knowledge of the requirements of complex business application programming, computer operations procedures, complex business application software administration; good knowledge of organizational structure and its relation to work and data flow; ability to plan and supervise the work of others; ability to effectively use computer applications such as word processing, spreadsheets, calendar, email and database software; ability to communicate effectively, both orally and in writing; initiative; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and seven years of recent technical computer experience**, four years of which the primary function of the position must have been in the analysis and design of computer based information systems.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the above stated general technical experience and for one year of the specialized experience. Satisfactory completion of a Master's Degree* with major coursework (at least 30 credits) in computer systems, computer science, information systems, or closely related field may be substituted for one year of the specialized experience.

SUBSTITUTION: Recent experience (within the last ten years) in computer programming, methods analysis or procedures analysis may be substituted for one year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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: Recent technical experience must have been attained within the last ten years.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: C1010
Job Group: XIII

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Comment [Comments1]: Revised:
8/10/04
Created:
Date approved other than competitive:
For departments: