

SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class analyzes, designs, implements and revises electronic data processing systems. Responsibilities also involve data gathering; analysis of methods and procedures used to gather and process data; design recommendations in the form of user proposals, operational instructions and computer program specifications; and implementation and support involving systems testing and user training. Incumbents may be assigned to perform the more specialized duties associated with services provided by Data Processing and other County departments. Supervision is not a responsibility of this position, however, guidance and instruction may be provided to System Analyst Trainees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts detailed analyses and systems surveys of various County operations with a view towards applying electronic data processing;

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

Revises existing systems to increase efficiency;

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

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

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

Identifies, analyzes and resolves security and system problems relating to data access security, applications, programs and functions under the direction of Information System security staff;

Investigates incidences of data access violations, data corruption or data loss and reports findings to supervisor for direction or resolution;

Performs administrative functions in support of system security software;

Performs various auditing and reporting functions to isolate and identify occurrences of illegal and/or authorized user access;

Assists in the training and instruction of subordinates;

Maintains records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of automated and manual administration policies and procedures, and of the application of the systems approach to improving operational or informational requirements; good knowledge of the requirements of moderately complex business application programming, computer operations procedures, moderately complex business application software products and data communications including capabilities, application and day-to-day administration; good knowledge of organizational structure and its relation to work and data flow; 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 either: (a) Bachelor's Degree* and two years of recent technical experience** in the analysis and design of computer based information systems; or (b) Master's Degree* in Computer Systems, Computer Science, Information Systems or a related field and one year of recent technical experience** as described in (a); or (c) six years of recent technical experience**, three years of which must have been in the analysis and design of computer based information systems; or (d) an equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SUBSTITUTIONS: Recent experience (within the last five years) in computer programming, methods analysis or procedures analysis may be substituted for one year of the required 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 Education Department as a post-secondary, degree-granting institution.

**NOTE: Recent technical experience must have been attained within the last five years.