<u>SYSTEMS ANALYST TRAINEE</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under general supervision, an incumbent of this class receives on the job training in data processing and information systems methods and procedures. Responsibilities involve participating in the review and analysis of current methods and procedures for the application of automated systems. Incumbents advance to the Systems Analyst level upon supervisory recommendation. Does related work as required.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Assists in methods and systems surveys of various County operations with a view to applying electronic data processing;

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

Assists in the performance and evaluation of third party software application packages for applicability to needs as defined by system users;

Assists in developing procedural manuals of input preparation for electronic data processing systems;

Assists in revising existing systems to increase efficiency;

Assists in preparing records and reports.

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Good knowledge of organization structure and its relation to work flow; familiarity with the mechanized and clerical procedures and problems involved in systems analysis; familiarity with the requirements of computer programming operations, and software including capabilities, applications, and day-to-day administration; ability to express recommendations clearly and concisely, orally and in writing; initiative; resourcefulness; sound judgment; physical condition commensurate with the requirements of the position.

<u>MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE</u>: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* and one year of recent technical experience** in the analysis and design of computer based information systems; or (b) Master's Degree* in Computer Science, Computer Systems, Information Systems or a related field; or (c) five years of recent technical experience, two 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).

<u>SUBSTITUTIONS</u>:   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.