

SENIOR SYSTEMS ANALYST

Code No.: 3-16-070

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position involving responsibility for conducting operations, organization, research and analysis activities to introduce more efficient, economical and productive work methods through the use of data processing systems. The work involves working closely with user departments during the initial stage of project development to define requirements and recommend a system solution. This class differs from Systems Analyst by virtue of the more complex analysis performed, the more difficult work assigned, and the supervisory responsibilities. In smaller shops, the employee may manage systems and programming staff. Work is performed under general supervision, with independence allowed for the organization of materials and selection of methodology. General supervision is exercised over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Conducts feasibility studies at user departments to determine data processing application and makes recommendations;

Conducts organizational surveys to determine target areas for improvement;

Prepares cost comparison studies and recommends computer applications;

Conducts detailed methods and systems surveys of departmental operations with the purpose of implementing data processing methods;

Develops flow charts and other documentation depicting computer applications;

Prepares data processing specifications for programming staff;

Designs forms associated with computer systems;

Coordinates systems and deals with representatives from various levels of local government;

Instructs user departments in new methods;

Prepares training materials for user departments;

Instructs and reviews the work of others on systems projects, including feasibility studies, organizational analyses, and cost comparison studies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of computers and related data processing equipment; thorough knowledge of management methods, systems, and techniques; thorough knowledge of random access techniques; good knowledge of office practices, procedures and equipment; good knowledge of the principles and techniques of service delivery and program administration; ability

to comprehend and apply data processing principles and techniques; ability to analyze office procedures and determine areas for improvement; ability to conduct detailed methods and systems surveys; ability to prepare cost comparison studies; ability to devise new methods for departmental procedures; ability to develop flow charts; ability to instruct others in the use of data processing applications; ability to install and oversee the implementation of new methods; ability to establish effective working relations with others; supervisory ability; good judgement; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree, plus three (3) years of experience in activities involving the analysis of organizational operations and objectives for the development of data processing applications and systems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Computer Science, Business or Public Administration, plus two (2) years of experience as described in (A); OR,
- (C) Seven (7) years work experience in data processing activities, three (3) of which shall have involved the analysis of organizational operations and objectives for the development of data processing applications and systems; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

REVISED: January 8, 1987