SYSTEMS ANALYST

Code No.: 4-16-047
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position responsible for conducting operations, organization, research and analysis studies in an assigned department in order to introduce more efficient, economical and productive work methods through the use of computer systems. The work involves working closely with assigned user departments during the initial stage of project development to define requirements and recommend a system solution. This class differs from that of Senior Systems Analyst by virtue of the less complex and difficult work designed. The employee reports directly to and works under general supervision from a senior staff member. Supervision of others is not normally a responsibility of this class. 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):

Participates in feasibility studies at user departments to determine computer application and makes recommendations;

Participates in cost comparison studies and recommends computer applications;

Conducts detailed methods and systems surveys of department operations for the purpose of implementing computer applications;

Develops flow charts and other documentation depicting computer applications;

Participates in the preparation of computer system specifications;

Participates in development, design and testing of systems or software;

Designs forms associated with the computer systems;

Participates in the preparation of training materials for user departments;

Instructs user departments in new methods.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computers and related data processing equipment, including midrange and microcomputers; good knowledge of management methods, systems and techniques; good knowledge of random access techniques; good knowledge of available software and systems packages; good knowledge of office practices, procedures and equipment; good knowledge of the principles and techniques of service delivery and program administration; working knowledge of the department to which assigned; ability to comprehend and apply computer application principles and techniques; ability to analyze office procedures and determine areas for improvement; ability to devise new methods for departmental procedures; ability to devise flow charts; ability to instruct others in the use of computer applications; ability to install and oversee the implementation of new methods; ability to establish effective working relationships with others; good judgment; physical condition 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* involving analysis of organizational operations and objectives, customer requirements definition, system recommendation, and cost benefit analysis for the development of computer applications and systems involving midrange** or microcomputer; OR,

(B)   Graduation from a regionally accredited or New York State registered college or university with a Master's degree in the information technology field, Business or Public Administration, plus two (2) years of experience as described in (A) above; OR,

(C)   Six (6) years of work experience in computer system activities, three (3) years of which* shall have involved analysis of organizational operations and objectives, customer requirements definition, system recommendation, and cost benefit analysis for the development of computer applications and systems involving midrange** or microcomputer; OR,

(D)   An equivalent combination of training and experience as defined by the limits set forth in (A), (B) and (C).

NOTE: *Appropriate experience includes, but is not limited to, positions such as Business Analyst, Programmer Analyst, Systems Analyst, Procedures Analyst, Methods Analyst, and Operations Analyst.

**Midrange refers to a class of computer systems, such as, AS400 and UNIX, that fall between mainframe and microcomputer systems.

Depending on assignment, if you are appointed, you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 8, 1987
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REVISED: July 10, 2001