



Steven M. Neuhaus  
County Executive

## VACANCY ANNOUNCEMENT

### **SYSTEMS ANALYST GRADE 14 ORANGE COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

Applications are now being accepted for two (2) positions of Systems Analyst at the Department of Information Technology Services. The nature of one appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become permanent, subject to a probationary term. The work involves responsibility for analyzing and documenting a variety of operating procedures and problems and for developing logical system solutions. The work is carried out in accordance with established policies and procedures and involves working with department personnel and management staff to analyze existing systems and workflow to evaluate efficiency and effectiveness. Incumbent assists in developing a Request for Proposal (RFP) with all new user requirements, vendor selection and/or develops and installs new systems to improve performance within governmental departments. Work is performed under general supervision with latitude for independent judgment. This position may direct the work of various levels of Programmers as assigned. Incumbents may be required to work flexible hours, evenings and/or weekends. Does related work as required.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) A Bachelor's Degree or higher in Computer Science or related field and two (2) years of paid work experience which shall have included project management involving analysis, design, evaluation and implementation of computer-based information systems; OR
- (B) An Associate's Degree in Computer Science or related field and four (4) years experience as defined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (A) above.

**SPECIAL REQUIREMENT:** Posses and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**STARTING SALARY:** Grade 14/Step 02: \$37.6579 per hour; \$78,328.43 annually (40 hours a week)  
County Employees – As per CSEA contract for Grade 14

FINAL CANDIDATE MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

**Email Application, Resume and Three (3) References to:**  
Orange County Department of Information Technology Services  
Glenn Marchi, CIO

[ITJobs@orangecountygov.com](mailto:ITJobs@orangecountygov.com)

#### **Open announcement until position is filled**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

#### **An Equal Opportunity Employer**

\*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.