



Steven M. Neuhaus
County Executive

IMMEDIATE OPPORTUNITY

SYSTEMS ANALYST

Applications are being accepted for the position of Systems Analyst. This position is allocated to the competitive class. The nature of the appointment is provisional pending outcome of a Civil Service Examination. Examination will be announced at a later date. The Systems Analyst is responsible 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 REQUIREMENTS: 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: Orange County employees as per contract for grade 14
New employees: \$34.6503 per hour
Competitive examination is a requirement for this position

FINAL CANDIDATES 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

Open announcement until position is filled

Please visit www.orangecountygov.com and follow the link to the Department of Human Resources

Equal Opportunity Employer
www.orangecountygov.com

Issued Date: 4/8/24