

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PRINCIPAL SYSTEMS ANALYST **GRADE:** 16

TITLE ABBREVIATION: PRIN SYS ANAL **TITLE NO.:** 6520

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:** _____

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for reviewing and analyzing a variety of governmental 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 oversees the development of a Request for Proposal (RFP) with all new user requirements, vendor selection and/or the development and installation of new systems. Responsible for planning and life cycle processes of a project. This class differs from that of Senior Systems Analyst by virtue of having multiple project responsibilities and supervisory responsibilities. Work is performed under general supervision with latitude for independent judgment in all phases of systems support. Work is performed under general direction of a higher level employee. Supervision is exercised over subordinates. When assigned to OCCC, direct supervision is exercised over the operations and staff of the Computer Center. Incumbent may be required to work flexible hours, evenings and/or weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates and evaluates user requests, determines user needs, and presents recommendations;

Prepares project plans and schedules, including requirements, tasks, work assignments and resources;

Supervises staff of project teams;

Provides technical guidance and assistance to project staff;

Assists in the formulation of project objectives and systems development requirements;

Reports project progress, problems and output to management and users;

Coordinates project performance with other work of the department;

Assures cost effectiveness and quality of projects undertaken and their implementation;

Defines requirements for analytical studies, supervises and participates in the data gathering process and system solutions;

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Prepares project feasibility reports for management based upon results of mathematical model building, sampling and cost benefit analysis and makes executive management presentations;

Reviews final systems documentation for accuracy and adherence to standards;

Develops standards for systems analysis, design and documentation;

Develops test criteria developments;

Designs forms used in system analysis and design process;

Defines systems security and control procedures;

Develops programs to educate management and users in data processing and system capabilities;

Evaluates and recommends usage of vendor software packages;

Maintains close relationships with vendors and with professional societies to keep abreast of current developments in the field;

Prepares and writes reports as required and maintains files associated with assignments, as well as windows based applications;

May design, modify and maintain Internet websites and/or implement web-based applications;

When assigned to Orange County Community College, manages the Computer Center including supervision of staff, management of operating systems, direction of systems projects, maintaining system security, budget forecasting and development of policies and procedures;

When assigned to Information Technology Services, leads personnel in government departments to ascertain system requirements, identifies problems and implements solutions based on these requirements and plans, assigns and supervises the work of application support personnel;

May perform written employee evaluations for subordinate staff that they are supervising.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and techniques used in systems analysis and design; Thorough knowledge of Project Management principles and methodology, Thorough knowledge of the functions and operating capacity of various computer system platforms, including peripheral devices and how they effect program development; thorough knowledge of the methods of logical deduction; thorough knowledge of current computer languages for mainframe and/or client server operating systems; thorough knowledge of documentation procedures, testing criteria and security considerations; good knowledge of the County's organization and the functions and objectives of user departments; good knowledge of programming languages; working knowledge of personal computers; ability to analyze qualitative and quantitative data; ability to gather data through observation, interview and research; ability to summarize findings and present technical material in oral or written format; ability to coordinate

projects with other work of the department; ability to supervise project teams; ability to prepare project plans and schedules; ability to establish effective working relationship with others; ability to manage, plan, direct and supervise the work of others; ability to communicate effectively with both users and technical personnel; ability to define features and limitations of vendor supplied software support; ability to establish and maintain cooperative relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree, or higher, in Computer Science, or related field and three (3) years of paid work experience which shall have included project management involving analysis, design, evaluation and implementation of computer-based information systems, one (1) year of which shall have been in a supervisory capacity; OR
- (B) Associate's Degree in Computer Science, or related field and five (5) years experience as defined in (A) above, one (1) year of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of high school equivalency diploma and seven (7) years of experience as defined in (A) above, one (1) year of which shall have been in a supervisory capacity.

Special Requirements: Possess and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.

Note: Your degree 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 was 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.

REVISED: 07/05/24