ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR SYSTEMS ANALYST   **GRADE:** 15

TITLE ABBREVIATION: SR SYS ANALYST   **TITLE NO.:** 6679

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 processes, procedures and problems and 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. This class differs from that of Systems Analyst by virtue of having broader management and project responsibilities. Work is performed under general direction of a higher level employee. Supervision is exercised over subordinates.
Incumbents 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;

Confers with department personnel and oversees the direction of the unit's project team in ascertaining specific system requirements;

Plans, assigns, supervises and leads the work of assigned personnel, estimating personnel and time requirements, cost involved and assuring the timely completion of projects; makes recommendations and obtains budget approval for projects;

Determines what information must be collected and how it will be processed;

Reviews and approves proposed systems solutions based upon analysis of a variety of materials, information and systems including, but not limited to, documents, files, reports, work flow and legal, service and timing requirements;

Supervises and works with project team in the definition of detailed customer requirements based on project analysis and creation of a Request for Proposal (RFP) as a document for the acquisition of a new system;

Supervises and works with the project team in the evaluation of submitted RFPs to help select the one which best fits the department's requirements;

Visits vendor customer sites to analyze the proposed solution in a production environment;

Supervises and works with project team in the changing of workflow and processes to implement the new system;

Serves as liaison between customer and vendor personnel;

Codes test data providing for reasonability checks, historic checks, exception reporting, computational accuracy and control totals;

Reviews and enhances systems documentation for accuracy and adherence to standards;

Supervises the preparation of instructions for programming personnel;

Prepares charts and diagrams that describe the system for use by department staff and trainers in developing educational programs;

Writes, modifies and "de-bugs" some of the more complex programs;

Assists in defining systems security and control procedures;

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;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and techniques used in systems analysis and design; Through knowledge of Project Management principles and methodology; Thorough knowledge of the functions and operating capacity for various computer system platforms, including peripheral equipment and how they effect program development; thorough knowledge of the methods of logical deduction; thorough knowledge of client server operating systems;

good knowledge of programming languages; good knowledge of documentation procedures, testing criteria and security considerations; good knowledge of personal computers; good knowledge of the organization and the functions and objectives of user departments; ability to analyze qualitative and quantitative data; ability to gather data through observation, interview and research; ability to summarize findings and present material in oral or written format; ability to plan and supervise the work of others; 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 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 working relationships; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, or higher, in Computer Science or related field and three (3) years paid work experience which shall have included project management involving analysis, design, evaluation and implementation of computer-based information systems; OR

(B)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science or related field and five (5) years of experience as defined in (A) above; OR

(C)   Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as defined in (A) above.

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

REVISED: 07/05/24 dc