ORANGE COUNTY CLASS SPECIFICATION

TITLE: SYSTEMS ANALYST   **GRADE:**   14

TITLE ABBREVIATION: SYSTEMS ANALYST   **TITLE NO.:**   6756

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 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.

TYPICAL WORK ACTIVITIES:
Confers with department personnel and directs the unit's project team in ascertaining the project's scope and detailed system requirements;

Studies and documents existing data handling systems and participates in the data gathering process;

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

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

Leads 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;

Leads project team in the changing of workflow and processes to implement the new system;

Serves as liaison between the 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 insuring accuracy and adherence to standards;

Writes, modifies and "de-bugs";

Assists in defining systems security and control procedures;

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

Prepares and writes reports as required and maintains files associated with assignments;

May prepare instructions for programming personnel using systems flow charts, program specifications, formats for data, input/output and reports, information flow and computer controls to develop report writing systems for customer use;

May plan, assign and direct the work of assigned programming staff assuring the timely completion of projects;

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

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
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; good knowledge of client server operating systems; good knowledge of documentation procedures, testing criteria and security considerations; good knowledge of personal computers; working knowledge of the County's 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 direct 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 working relationships; physical condition commensurate with the demands of the position.

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.

REVISED: 04/1/24