

SYSTEMS ANALYST

DEFINITION

Under general supervision, gathers and analyzes information for developing and modifying information systems and procedures in applying IS technology for the solution of operational problems; may perform as project manager; and performs other related work as required.

EXAMPLES OF DUTIES

Designs/specifies systems and supervises or guides methods for their installation. **E**

Evaluates operation systems and recommends improvements; defines requirements for improving or replacing systems; ensures cost effectiveness of recommendations. **E**

Works closely with personnel in problem areas to gather information and define systems objectives. **E**

Furnishes planning, consultation, and advisory service on systems development to using schools and departments. **E**

Documents fact-finding and studies results. **E**

Prepares and presents formal presentations of findings, recommendations, and specifications in formal reports and in oral presentations. **E**

Guides system development, and it's implementation, and modification projects within allotted time and budget; effectively utilizes resources to meet the plans and goals of the district. **E**

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. State-of-the-art information systems procedures and techniques;
2. Capabilities of current information systems and equipment;
3. Windows Server and Database technology;
4. Analytical systems for effective evaluation;
5. Methods of implementation of information systems and recommended improvements; and
6. Fundamentals of time management.

Ability to:

1. Coordinate and standardize data processing procedures;
2. Perform interviews and other data gathering activities;

Ability to: (cont.)

3. Apply current technology to solution of problems;
4. Prepare specifications for system improvements;
5. Define systems security and control procedures;
6. Develop systems testing and conversion plans;
7. Fulfill administrative reporting requirements;
8. Supervise other project personnel as required;
9. Establish general schedules and priorities for systems development projects and support services;
10. Prepare reports, both oral and written;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Perform complex and varied tasks.

EDUCATION

Bachelor's degree preferably including courses in statistics, mathematics, accounting, computer sciences or equivalent. Training in systems analysis with special emphasis in project management, user relations, data gathering techniques, advanced analysis and design techniques, quantitative methods, resource management, budgeting and planning, written and oral communications, and management information systems.

EXPERIENCE

Minimum of six years work experience, four of which must have been in information systems; two or more of the four years must have been in programming or systems level positions including implementation. Education and experience may be interchanged on a year-for-year basis to a maximum of two years.

WORKING CONDITIONS

Environment:

Indoor environment.

Physical Activities:

Dexterity of hands and fingers to operate computer keyboard and hand tools; sitting for extended periods of time; lifting, pushing, pulling, and carrying objects; bending at the waist; kneeling and crouching to work on peripherals and microcomputers; seeing to configure and install hardware and software; lifting heavy objects weighing up to 40 pounds; hearing and speaking to exchange information.

Hazards:

Extended viewing of computer monitor.

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