

CLASS TITLE: SENIOR SYSTEMS ANALYST

Class Code: 02705300

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct complex and difficult technical work in systems analysis; to assist a superior in the most complex and difficult systems analysis; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom are received general and specific work assignments and instructions; work is reviewed in process and upon completion for the proper application of required system analysis techniques.

SUPERVISION EXERCISED: As required, may supervise the work of subordinate technical and clerical employees assigned to assist in a project.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct studies of operating departments' procedures, or the processing of data, to determine the feasibility of converting accounting, payroll, personnel, statistical and other functions or problems to automatic data processing.

To ascertain the nature of the project, the form and adequacy of source information, the specific work operations necessary and the nature and form of results required.

To analyze the project in relation to machine capabilities and the optimum use of available machines, auxiliary equipment and manpower.

To prepare input-output and flowcharts to show the sequence of operations and computations.

To develop forms, card design, machine instructions, block diagrams and computer programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the capabilities, programming techniques and intricacies of the general purpose digital computer and peripheral equipment; a working knowledge of the principles and methods required to resolve problems of intent, or feasibility of computer processing; a working knowledge of modern management principles and practices; the ability to apply such knowledge, principles, practices and methods; the ability to communicate effectively with subordinates, superiors, and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Public Administration, Business Administration, Mathematics or Industrial Engineering including or supplemented by completion of basic computer orientation and programming courses; and

Experience: Such as may have been gained through: employment as a Systems Analyst or Electronic Computer Programmer.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 28, 1970

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