

CLASS TITLE: SYSTEMS ANALYST TRAINEE

Class Code: 02705100
Pay Grade: 19A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under close supervision, to perform analyses of small projects composed of easily understood subject areas and relatively few variables and processes; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom all work assignments are received; work is reviewed in process and upon completion for conformance to instructions.

SUPERVISION EXERCISED: Exercises no supervision.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under close supervision, to perform analyses of small projects composed of easily understood subject areas and relatively few variables and processes.

To assist in the preparation of input-output and flowcharts to show the sequence of operations and computations.

To assist in the development of 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 as applied to small projects composed of easily understood subject areas and relatively few variables and processes; a familiarity with the principles and methods required to resolve problems of intent or feasibility of computer processing as applied to such small projects; a familiarity with modern management principles and practices; the ability to apply such knowledges; the ability to communicate effectively with superiors, associates, 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, 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 in a position that involved work in the area of systems, programming or computer operation.

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

Class Created: December 2, 1979

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