

## **SYSTEMS ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for preparing detailed specifications of system scope and objectives from which computer programs will be written to use data processing for administration, financial or statistical operations. The position requires frequent contact with staff at all levels to perform fact finding, review research and evaluate operational systems. The work is performed under the general supervision of higher-level staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Confers with departmental, agency or jurisdiction staff to determine current operations and to define the information processing needs, goals and problems;

Analyzes current departmental operations to determine feasibility of systems;

Formulates ideas for the proposed system inclusive of organizational factors, financial considerations, viability of the system to meet the needs of the agency and the impact of new or modified system on the organization;

Devises logical procedures to solve problems by electronic data processing, keeping in mind the capacity and limitations of equipment, operating time and form of desired results;

Prepares charts, decisions tables, prose descriptions, program flow charts or systems flow charts to relate specific functions to specific inputs and outputs;

Prepares initial system design, concept evaluation and detail functional design;

Implements the system by testing and prepares for documentation, system support, maintenance and system modification;

Analyzes existing system logic difficulties;

Meets with officials of towns, villages, schools or departments to assist with operational needs;

Revises the logic and procedures on a system where necessary;

Develops logic and procedures to provide more efficient machine operations;

Prepares written material, including charts and manuals needed as part of the overall system design.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current technology involved in programming and systems analysis;

Thorough knowledge in computer programming operations, organization structure, work flow charting and analysis;

Good knowledge of current computer language and operating systems;

Ability to maintain good relationships with other sections of office and with user departments;

Cooperative;  
Initiative;  
Good judgment;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 credit hours in computer science or programming courses and three years electronic computer programming on mainframe or midrange systems and two years experience systems analysis; OR
- B) Completion of at least 60 credit hours at a regionally accredited or New York State registered college or university which shall include 12 credit hours in computer science and programming courses and four years of electronic computer programming on mainframe or midrange systems and three years experience in systems analysis; OR
- C) Five years of electronic computer programming on mainframe or midrange system and three years experience in systems analysis; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

**SPECIAL NOTE:** Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five years

**"BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer."