

Code: 1441

Title: SYSTEMS ANALYST

SUMMARY: Analyzes, designs, develops, implements and maintains automated information applications and systems for user departments within Pima County.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Works cooperatively with individual departments in identifying and analyzing computer applications requirements and problems;
Develops and maintains moderately complex automated information systems;
Coordinates and conducts automated systems reviews, needs analysis and related projects for user departments;
Selects types of storage media and file organization to be utilized;
Evaluates and tests new software and hardware;
Assists programmers and information systems personnel in providing services for systems users;
Assists in composing reports involving issues, alternatives and recommendations pertaining to automated systems policies, procedures and equipment acquisitions;
Prepares and maintains project documentation and ensures project files meet documentation standards;
Creates systems specifications and modules;
Maintains security and confidentiality of information created or encountered in the performance of assigned duties;
Participates in the development of standards and methodologies which facilitate the development and support of effective management information systems.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of systems analysis and design applicable to automated information applications and systems;
- machine language(s) appropriate to area of assignment;
- operating principles, capabilities and limitations of automated information systems, modules, hardware and software;
- systems modeling and file organization;
- effective communication techniques.

Skill in:

- identifying, analyzing and resolving problems and needs applicable to automated information applications and systems;
- using appropriate machine language(s) to develop and maintain automated information systems;
- implementing procedures and methods used in conducting systems analysis;
- preparing and maintaining project documentation;
- communicating effectively.

MINIMUM QUALIFICATIONS:

(1) An Associate's degree from an accredited college, university or technical trade school with a major in computer science, information systems, programming or programming analysis and one year of systems analysis experience. (Additional relevant experience may substitute for the educational requirement.)

OR:

(2) A technical diploma or certification from an accredited vocational/technical school in programming, computer science or management information systems and two years of systems analysis experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona driver's license with appropriate endorsement(s), as defined by the appointing authority. Failure to maintain applicable licenses shall be grounds for termination.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections, or courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.