

Code: 1442

Title: INFORMATION TECHNOLOGY SYSTEMS ANALYST

SUMMARY: Analyzes, designs, develops, implements, and maintains management information 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.)

Analyzes, configures, installs, tests and monitors diverse and complex mainframe computer operating systems and/or complex computer servers for all Pima County departments;
Plans, analyzes, configures, and maintains the County's fiber optic wide area network (backbone) which provides connectivity to all County departments;
Serves as the project leader of multi-disciplinary and departmental teams performing information technology related analysis, research, implementation, testing and maintenance;
Prepares and evaluates systems proposals and makes recommendations on automation acquisitions;
Designs cost-effective, integrated wide area networks;
Participates in recommending County automation standards and guidelines;
Participates in developing departmental automation plans;
Determines the impact of proposed projects on current departmental work loads and on existing systems;
Prepares network and communications proposals and recommendations based upon needs analysis, user requirements, and current environment;
Participates in the development of standards and procedures for data center and network management;
Prepares project status reports and presentations;
Assists in defining concepts and applications of proposed hardware and software and develops internal procedures and systems;
Coordinates, conducts, and manages reviews of departmental systems;
May conduct training courses and seminars.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of systems analysis and design applicable to networking and operating systems;
- machine language(s) appropriate to area of assignment;
- operating principles, capabilities, limitations, trends and developments of networking and operating systems, modules, hardware and software;
- research methods including the design, analysis and documentation of results;
- effective communication techniques.

Skill in:

- project planning, management and control;
- identifying, analyzing and resolving problems and needs applicable to automated information applications and systems;
- using appropriate machine language(s) to develop and maintain platforms for automated information systems;
- organizing, conducting, analyzing and documenting systems research and development;
- implementing procedures and methods used in conducting systems analysis;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in computer science, management information systems (MIS), or a closely related degree as determined by the Appointing Authority, and two years of experience in either (a) network analysis, design, configuration and maintenance experience or (b) application programming and systems programming analysis experience or (c) enterprise software installation, configuration and support experience, or a combination of experience in two or more of these areas . [A Master's degree from an accredited college or university in computer science or management information systems (MIS) may be substituted for one year of the cited experience.]

OR:

(2) Six years of experience in application programming and systems analysis. [An Associate in Arts/Science degree from an accredited college or university with a major in computer science or MIS may be substituted for two years of the cited experience.]

OR:

(3) Six years of experience in the design, specification, installation, configuration and support of enterprise network products, including routers, layer 2 and 3 switches, VPN concentrators and other remote access devices and similar products in a large, multi-site environment AND/OR experience in enterprise server products, including Operating Systems, Server Clustering, Email Servers, Database servers, installing and maintaining a large IBM mainframe system using MVS, OS/390 or z/OS Operating System Software, along with CICS, DFSMS (hsm/rmm) and other products such as ACF2, CA-Datcom, Sysview, Roscoe and Librarian and similar products in a large, multi-site, multi-server environment. [An Associate in Arts/Science degree from an accredited college or university with a major in computer science or MIS may be substituted for two years of the cited experience.]

OR:

(4) Two years of experience with Pima County as a Programmer/Analyst, Systems Analyst or EDP Technical Support Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

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 class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.