

Code: 1443

Title: SYSTEMS ANALYST - PRINCIPAL

SUMMARY: Coordinates and implements complex inter-departmental and county-wide management information systems.

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, designs, develops and implements complex, inter-departmental and/or county-wide management information systems and related projects;

Coordinates schedules for detailed analysis, design, development, programming and implementation of automated systems;

Determines impact of proposed projects on current departmental work loads and defines the impact of proposed projects on existing systems;

Reviews departmental automation plans and budget submissions for automation acquisitions;

Supervises and evaluates assigned analyst staff and project team members;

Participates in the development of county-wide standards and procedures for the effective utilization of automation technology, procedures and methodologies;

Collects and compiles information and prepares project status reports;

Conducts training courses and seminars for staff and systems users;

Coordinates major projects involving key departmental and technical staff;

Prepares reports of issues, alternatives and recommendations pertaining to policy, procedures and automation acquisitions;

Prepares oral and written multi-media presentations for user departments and county managers;

Develops computer models used as decision-making management tools;

Recommends management information systems policies and procedures;

Maintains security and confidentiality of information created or encountered in the performance of assigned duties;

May perform information systems reviews for inter-departmental or county-wide projects;

May act as a project manager for large, inter-departmental projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of systems analysis and design applicable to automated information application and systems;
- machine language(s) appropriate to area of assignment;
- operating principles, capabilities, limitations, trends and developments of management information systems, modules, hardware and software;
- principles and techniques for the adaptation of office procedures to information processing systems;
- principles and practices of project planning, management and budgeting;
- research methods including the design, analysis and documentation of results;
- effective supervision, communication and training techniques.

Skill in:

- identifying, analyzing and resolving problems and needs applicable to automated information applications and systems to include problem-avoidance;
- using machine language(s) to develop and maintain automated information systems;

- organizing, conducting, analyzing and documenting management information systems research and development;
- project planning, management, control and budgeting;
- supervising, training and 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, or a closely related field defined by the Appointing Authority and two years of application programming and systems analysis experience. (Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Two years of experience with Pima County as a Programmer Analyst-Senior.

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. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Item: 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.