

Code: 4222

*Title: INFORMATION TECHNOLOGY BUSINESS SYSTEMS ANALYST –
CENTRAL IT*

SUMMARY: Analyzes, designs, develops and implements management information systems for user departments within Pima County. This classification is unique to the County's centralized Information Technology Department.

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, configures, installs, tests and monitors diverse management information systems 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 workloads and on existing systems;

Prepares network and communications proposals and recommendations based upon needs analysis, user requirements, and current environment;

Conducts GAP analysis when comparing multiple systems;

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 and conducts 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;
- principles and techniques for conducting GAP analysis;
- 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:

A Bachelor's degree from an accredited college, university or technical trade school with a major in a Computer or Information Technology discipline or a closely related degree as determined by the Appointing Authority at the time of recruitment, and two years of experience in software development, business systems analysis or technical (information technology related) support of a business function.

(Additional education from an accredited college, university or technical trade school/experience may be substituted.)

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.