

## **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. Although supervision is not a regular responsibility of the position, the incumbents may direct the activities of Computer Programming or other staff on a particular project. 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;  
Ability to supervise and motivate others in a manner conducive to good morale and full performance;  
Cooperative;  
Initiative;  
Good judgment;  
Resourcefulness;  
Physical condition commensurate with the demands of the position.

**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 including one year supervisory experience; 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 including one year supervisory experience; OR
- C) Five years of electronic computer programming on mainframe or midrange system and three years experience in systems analysis including one year supervisory experience; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Education beyond the Bachelor's degree in the field of computer science or a closely related field may be substituted for up to one year of non-supervisory experience.