

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 12/31/2022

SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position involving responsibility for conducting operations, organization, research, and analysis studies to introduce more efficient, economical and productive work methods through the use of data processing systems. The work involves working closely with user departments during the initial stage of project development to define requirements and recommend a system solution. An employee in this class is involved with designing new systems and applications based on a given need in a department, agency, or service area to solve problems concerned with the flow of information, including the analysis of systems objectives and the re-specification of these objectives as design constraints. Work involves analyzing current operating systems and evolving logical application of these operations to the capabilities of data processing equipment. This position is distinct from that of the Computer Programmer Analyst classification, in that the Systems Analyst is concerned primarily with the analytical tasks and the system design function and is not involved with the programming of the system. The Systems Analyst would not be required to possess the complete knowledge of programming and related skills of the Computer Programmer Analyst classification, however familiarity with programming methods and concepts is a prerequisite. Work is performed under general supervision of a senior staff member. Super-vision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in feasibility studies at user departments to determine data processing application and makes recommendations;

Participates in cost comparison studies and recommends computer applications;

Conducts detailed methods and systems surveys of department operations for the purpose of implementing data processing methods;

Participates in the preparation of data processing specifications;

Participates in development, design and testing of systems or software;

Designs forms associated with the computer systems;

Interprets and analyzes data for preparation of reports on assigned projects;

Devises logical procedures to solve problems by data processing, keeping in mind the capacity and limitations of equipment, operating time, and form of desired results.

Analyzes existing system logic difficulties;

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;

Participates in the preparation of training materials for user departments;

Instructs user departments in new methods.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of computer system analysis and system design; thorough knowledge of the operations and capabilities of modern data processing equipment; thorough knowledge of the principles and practices of analyzing and documenting various work systems and processes; good knowledge of databases, networks, printers, modems, faxes, and related data retrieval systems; ability to communicate effectively, both orally and in writing, concerning procedures of a technical nature; ability to integrate data processing requirements with existing software and hardware; ability to analyze office procedures and determine areas for improvement; ability to devise flow charts; ability to instruct others in the use of data processing applications; ability to install and oversee the implementation of new methods; ability to establish effective working relationships with others; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in computer science or a closely related field **AND** two (2) years of experience in computer programming or systems analysis;
OR
- (B) Possession of Associate's Degree in computer science or a closely related field **AND** four (4) years of experience in computer programming or systems analysis;
OR
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in computer programming or systems analysis.

SPECIAL REQUIREMENTS FOR ONEIDA COUNTY GOVERNMENT ONLY:

- 1. Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.
- 2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

- 1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1982

Revised: 01/19/1995, 03/14/1995, 04/29/1996, 04/05/2018, 01/31/2020, 12/31/2022