

SYSTEMS ANALYST

DEFINITION

Under direction, to analyze existing systems and develop solutions to problems; to modify existing systems or develop new systems to satisfy needs of the District through optimum use of EDP equipment; and do related work as required.

EXAMPLES OF DUTIES

Takes the lead in planning and carrying out studies of existing or proposed systems and procedures in terms of function, personnel, equipment, organization, flow of data, forms, and methods of the various phases of the District's operations; designs new forms and revises existing forms; assists in determining approach and general limits of studies of potential computer applications; develops comprehensive block diagrams for computer system; confers with departmental representatives in gathering facts, discussing proposals and implementing procedures; may assist in the coordination of systems and procedures projects by reviewing progress reports and preparing regular activity reports; plans, organizes and controls programmers' documentation and procedures; supervises programming activities to assure adherence to time schedules and deadlines.

REQUIRED QUALIFICATIONS

Knowledge of:

- Standard systems analysis and design procedures and techniques;
- Standard systems documentation procedures and programming standards;
- File organization techniques;
- Principles of organization and management;
- Several programming languages, including COBL and RPG.
- Job Control language.

Ability to:

- Work with others to analyze, design, and implement large scale computerized systems;
- Plan and organize effectively;
- Skillfully design new or revised systems and procedures for application to electronic data processing system.

Experience:

- One year of experience in systems analysis and design plus at least two years of COBL programming on a 4300 or above computer system.

Education:

- Equivalent to completion of college with a major in Data Processing, Public Administration, Business Administration, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)