



Systems Analyst I

Salary Group: B16

Class Code: 0252

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
SYSTEMS ANALYST I	0252	B16	\$34,918 - \$55,130
SYSTEMS ANALYST II	0253	B18	\$39,521 - \$64,449
SYSTEMS ANALYST III	0254	B20	\$45,158 - \$73,788
SYSTEMS ANALYST IV	0255	B22	\$51,614 - \$84,479
SYSTEMS ANALYST V	0256	B24	\$59,004 - \$96,720
SYSTEMS ANALYST VI	0257	B26	\$69,415 - \$117,397
SYSTEMS ANALYST VII	0258	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

Performs entry-level computer systems analysis work. Work involves analyzing and identifying system requirements, procedures, and problems to automate processes or to improve existing systems, and implementing designs using software-programming languages. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Systems Analyst job classification series is intended for employees that help agencies use computer technology effectively and efficiently by devising new ways to improve functionality of existing systems or networks and implementing new systems. Employees typically develop, implement, and test solutions to complex applications problems, perform systems management and integration, improve existing systems, and review system capabilities, workflow, and schedule limitations. In contrast, the Systems Support Specialist job classification series does not improve existing systems and/or implement the proposed designs; rather, employees in that series provide technical assistance and support related to computer systems, hardware, and software in a help desk setting.

EXAMPLES OF WORK PERFORMED

Analyzes new or existing procedures, information systems, or utility programs for efficiency and effectiveness.

Tests and diagnoses systems to ensure critical requirements are met.

Designs, modifies, and implements new or revised systems to serve new purposes or improve workflow.

Prepares charts, diagrams, tables, and flowcharts to assist in problem analysis and submits recommendations for solution.

Assists in analyzing user needs, defining the systems' scope, documenting requirements, and translating user needs and requirements into functional specifications for the design of business systems.

Assists in formulating logical descriptions of problems and devising optimum solutions.

Assists with determining computer software or hardware needs required to set up or alter systems.

Assists with the development of programs and applications using object-oriented programming languages, client-server application development processes, multimedia, and Internet technology.

May provide technical support as a high-level resource available for problem resolution or new feature creation.

May assist in information systems security administration.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in systems analysis and design work. Graduation from an accredited four-year college or university with major coursework in computer science, computer information systems, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the limitations and capabilities of computer systems, the techniques used in the design of non-automated systems, information technology equipment, applicable programming languages, computer hardware and software, computer operating systems, writing program code, and automated mapping.

Skill in solving problems; scheduling, testing, installing, and implementing programs; and troubleshooting computer systems.

Ability to analyze systems and procedures, to write and revise standards and procedures, and to communicate effectively.