

9225 - SA07/01/959230 - Sr. SA

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: **SYSTEMS ANALYST**
SENIOR SYSTEMS ANALYST

DEFINITION

Positions in this series perform a variety of technical and professional work in the enhancement and maintenance of mainframe or minicomputer systems. Duties and responsibilities involve the analysis and design of data processing systems, the design and implementation of new computer systems, the modification and enhancements to existing systems, and other related work as required.

DISTINGUISHING CHARACTERISTICS

The Systems Analyst Series primarily performs programming and analytical work within the operating system environment and database administration for mainframe and minicomputers. The Programmer Analyst Series primarily performs applications programming and analytical work involving systems software. The Network Support Specialist Series primarily performs technical work involving network administration and hardware and software support for mini and micro computers.

CLASS CHARACTERISTICS

Systems Analyst: This is the entry/journey level classification in the Systems Analyst series. Positions in this class initially perform work assignments of routine complexity which broadens in scope and variety as training is received. After acquiring the necessary experience, incumbents are expected to perform more technical assignments of moderate complexity and use independent judgment in dealing with project problems. Generally, work is observed and reviewed both during its performance and upon completion. Impact of decisions are considerable and contacts are typically with peers at similar levels.

Senior Systems Analyst: This is the advanced journey level classification in the Systems Analyst series. Positions in this class perform specialized and professional work assignments of a complex and difficult nature. Work involves organizing and directing analytical design or modification activities as a project team leader within established schedules and standards utilizing independent judgment in solving overall system problems. Impact of decisions may be significant and contacts are diverse including management and external sources. Incumbents may act in a lead capacity over lesser skilled Systems Analysts.

REPORTS TO: Higher level systems/programming or management staff, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Systems Analyst: Initially receives close supervision from a higher level Systems Analyst, or management employee, as assigned. As experience is gained, incumbents receive general supervision. May supervise lesser-skilled employees, as assigned.

Senior Systems Analyst: Receives general supervision from the Principal Programmer Analyst and/or the Systems Manager, or a higher level management employee, as assigned. Exercises technical supervision as a project team leader over other Systems Analysts, Programmer Analysts, or Interns, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

All levels:

- Confer with users and prepare feasibility studies for new systems or major modifications.

- Identify user requirements for computer systems by preparing data flow diagrams and user definition statements.
- Design, develop, and implement new mainframe or mini computer systems as well as enhancements to existing systems.
- Write program specifications or modifications for mainframe or mini computer systems.
- Ensure accuracy, adherence to user requirements, and proper execution by preparing specific test criteria and reviewing test results.
- Coordinate and perform testing of new systems; conduct on-line, batch, and report testing and verification of mainframe or minicomputer systems.
- Schedule and coordinate special tests and production runs with operations and user departments.
- Monitor new system development and other system enhancements for accuracy and user effectiveness.
- Prepare instructions and information for users to ensure effective use of systems; train personnel and serve as resource for questions.
- Prepare activity and progress reports regarding project activities.
- Develop new systems or system modifications from limited verbal and written direction performing the necessary analysis to develop detailed system specifications.

The Senior Systems Analyst, in addition to the above duties, will also perform the following:

- Serve as a team leader; assign tasks and provide general and technical guidance to team members.
- Monitor and prepare reports on the team's progress.
- Conduct informal training and provide guidance to lesser skilled Systems Analysts.
- Act for the Principal Programmer Analyst as assigned.

QUALIFICATIONS

Knowledge of:

All levels:

- Principles of systems analysis and design.
- Principles and techniques of programming for data processing.
- Database structure and concepts.
- Use, capacity, characteristics, and limitations of computers, software and related equipment.
- Records storage and handling techniques.
- Specific business related functions depending on area of assignment.

Senior Systems Analyst additionally requires knowledge of:

- Principles of organization and personnel management.
- Research techniques, methods, and procedures.

Ability to:

All levels:

- Analyze data and develop logical and cost effective solutions to problems.
- Conduct systems analysis and documentation.
- Develop computer programs and create program specifications.
- Maintain technical libraries and documentation files.
- Communicate clearly and concisely, orally, and in writing.
- Establish and maintain efficient working relationships with those contacted in the course of work.

Senior Systems Analyst additionally requires the ability to:

- Act as a team leader and assign, review, and evaluate the design and analytical work of others.
- Analyze cost statistics and prepare benefit studies.
- Develop operational procedures.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Systems Analyst:

Education: Equivalent to an Associate degree from an accredited college or university with major work in computer science, computer information systems, data processing, or a closely related field. One year of additional qualifying experience may substitute for one year of the required education.

Experience: A range of 1-2 years of professional experience in the analysis and design of mini or mainframe computer systems.

Senior Systems Analyst:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in computer science, computer information systems, data processing, or a closely related field. Two years of additional qualifying experience may substitute for two years of the required education.

Experience: A range of 2-3 years of experience in the analysis and design of mini or mainframe computer systems. Experience must have included analyzing, developing, documenting, and implementing a variety of systems analysis projects.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Systems Analyst, Programmer Analyst, Network Support Specialist

TO: Sr. Systems Analyst, Sr. Programmer Analyst, Sr. Network Support Specialist

TO: Principal Programmer Analyst, Network Support Supervisor