CLASS TITLE: SENIOR SYSTEMS ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs systems analysis and design, programming, and maintenance support for data processing and data communications applications of large size and major complexity; and other related required duties.

ESSENTIAL TASKS:
- Analyzes, evaluates, conceptualizes, designs, integrates, and maintains computer applications/systems, that are characterized as large in size and of major complexity, to provide business, scientific and/or engineering needs and solutions
- Reviews proposed enhancements/maintenance tasks for impact on design integrity and to ensure maintenance of all appropriate system documentation
- Provides direct supervision of programmer and analysts assigned (in some positions)
- Provides consulting services to the user departments concerning the satisfaction of their information and problem solving needs through the application of advanced data processing knowledge and techniques
- Conducts feasibility studies, including evaluation of alternatives, related to major and complex user requirements, predicting impacts on user's needs and data processing resources
- Prepares complex documents such as RFIs and RFBs as necessary
- Initiates evaluation of existing systems and programming logic and revising, where necessary, to insure effective utilization of data processing or hardware resources and optimal performance levels
- Undertakes highly technical studies and analyses and provides recommendations, findings, and reports
- Assumes coordination role of projects including scope definition, critical path analysis, and instructing, directing, controlling and evaluating the work of others to maximize productivity and results
- Provides guidance and training to programming and systems analysis personnel and other users in developing their comprehension and use of higher level programming, analytical concepts and techniques, and software
- Ensures City policies are followed with respect to documentation and development standards
- Establishes and maintains operating system and/or application system backup and recovery procedures
- Participates in budget preparation (in some positions)
- Provides technical support, updates and enhancements to packaged software applications
- Conducts technical presentations
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer sciences, industrial engineering, mathematics, statistics, business administration, accounting or other related fields, including or supplemented by advanced coursework in computer sciences, and five (5) years' experience in systems analysis and computer programming; or graduation from an accredited college or university with an associate's degree in computer sciences, industrial engineering, mathematics, statistics, business administration, accounting or other related fields, including or supplemented by advanced coursework in computer sciences, and seven (7) years' experience in systems analysis and computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Computer Programmer/Systems Analyst Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods, procedures and techniques used in systems analysis and design, and programming; comprehensive knowledge of state-of-the-art data processing and data communications equipment and their applications; and considerable knowledge of accounting, statistics, and modern business methods, principles, and practices. Ability to analyze complex issues and to formulate sound concepts; ability to work independently and to solve complex programming problems; ability to effectively communicate both verbally and in writing; ability to program in at least two (2)

generally accepted computer languages (e.g., COBOL, C, Basic); and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require some travel to various City locations to provide computer-related assistance; and may require oncall after hour support for assigned production systems.

Class Code: 2048
EEO Code: E-02
Pay Code: IS-44

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: November 24, 2014