

CLASS TITLE: SYSTEMS ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction performs systems analysis and design, analyzes business processes for availability of or applicability of system support and design, programming, and maintenance support of applications, and performs other related assigned duties.

ESSENTIAL TASKS:

- Analyzes, evaluates, conceptualizes, and designs new and modified computer applications/systems, of moderate size and significant complexity, to provide business, scientific, and/or engineering needs and solutions
- Conducts feasibility studies, including evaluation of alternatives, predicting impact on user's needs and data processing resources
- Performs complex programming and systems analysis and design
- Provides guidance and training to programming personnel in developing their comprehension and use of higher level programming concepts, techniques, and languages
- Provides technical support and training for PCs, network systems, mainframe databases, and applications
- Investigates, monitors, and recommends solutions to system problems
- Evaluates statistical data to ensure validity of system information and applicability to meeting business plans
- Trains management and users on system use and valid use of information for reports and planning
- Develops bid specs and purchase plans
- Acts as lead over another Systems Analyst and supervises clerical personnel (in some positions)
- Assists with departmental planning
- 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, electronics technology, accounting, business administration, statistics or other related fields, including or supplemented by advanced coursework in computer sciences; and four (4) years of experience in business systems, systems analysis and/or computer programming including two (2) years of experience of the principles and practices in one of the following applications: utility billing systems, asset management, work order system, content management system, enterprise resource planning (ERP), customer relationship management, or permit licensing system; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods, procedures, and techniques used in systems analysis and design and programming; considerable knowledge of business and/or organizational systems with an emphasis on statistics, planning, procedures, training and motivation; knowledge of accounting, statistics, and modern business methods, principals and practices; and good knowledge of state-of-the-art data processing and data communication technology and its application. Ability to analyze complex issues and to formulate sound concepts; ability to work independently and to recognize, analyze, and solve complex business and/or organizational systems and programming problems; ability to effectively communicate both verbally and in writing; ability to program in at least two 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 steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License and/or a Class "C" Water License as issued by the Department of Environmental Quality (DEQ) within fifteen months of hire.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide support, training, and systems design.

Class Code: 2602

EEO Code: N-02

Pay Code: IT-40

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: April 13, 2015