

SYSTEMS ANALYST II

Definition:

Under direction, to conduct systems analysis; develop, evaluate, modify, document and implement moderate to difficult systems for computer applications including, personnel, equipment and data flow; to analyze and write application programs and to troubleshoot, identify and resolve a variety of technical problems.

Distinguishing Characteristics

This is the advanced journey level class in the Programmer/Systems Analyst series. Incumbents in this class are responsible for all phases of analysis, design, development and implementation of computer application systems. Project assignments are generally moderate to difficult in level of complexity. The Systems Analyst II is distinguished from the Systems Analyst I by the former's responsibility for moderate to difficult project assignments.

Essential Functions:

- Designs and participates in the development, testing, and implementation of computer application systems; consults with current and proposed systems users to discuss and document requests for new and/or modified system changes; researches and identifies design alternatives; and recommends computer-based solutions.
- Prepares project descriptions, cost/benefit analysis and needs assessment for new and/or enhanced system modifications.
- Writes specifications for system and program design; coordinates system and program testing to ensure conformance to specifications and identify and correct problems.
- Confers with management, departmental staff and vendors regarding changes in operating procedures and systems design to ensure application meets users needs.
- Monitors, troubleshoots, and documents system problems; develops and implements solutions to the problem; and oversees maintenance of the system.
- Determines user access requirements; and maintains system security.
- Modifies, enhances, upgrades and/or adds modules to existing applications; and adapts new purchased software to hardware used by the department.
- Oversees and reviews software program procedures to ensure logical flow; conducts tests of new and/or revised systems for conformance with designed specifications; and corrects problems identified, as needed.
- Coordinates information technology solutions between County departments, public and private agencies.
- Analyzes data and creates queries and ad hoc reports.
- Provides guidance and assistance to Programmers and Systems/Analyst I in developing procedures and coding programs.
- Develops and maintains user instruction manuals and assists and trains users in applicable software applications.
- Stays abreast of technological changes.

- Dependent upon assignment, may be required to research existing procedures and requirements in sufficient detail to develop appropriate information technology solutions; and write and maintain application programs from predefined program specifications.
- May represent the department in meetings.
- Performs other job-related duties as required.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field AND three (3) years of programming and systems analysis experience in an information systems environment.

OR

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, including, fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems AND five (5) years of programming and systems analysis experience in an information systems environment.

OR

Completion of an accredited technical or vocational training program in computer science, computer office automation technology, computer systems technology or closely related field AND five (5) years of programming and systems analysis experience in an information systems environment.

OR

Four (4) years of programming and three (3) years of systems analysis experience in an information systems environment.

OR

Two (2) years as a Systems Analyst I in the Kern County classification system.

Qualifying experience must have been within the last eight (8) years.

An Information Technology Certificate verifying proficiency in programming, systems analysis and design issued by the Kern County Personnel Department or its authorized agent is required at the time of appointment.

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of: the principles, methods and techniques used in the development, installation and maintenance of software programs; the principles and techniques applied in designing moderately difficult systems; operational characteristics of various computer program network software packages and programming languages; computer operation capabilities and limitations; nomenclature; general accounting principles; the principles of organization; principles and techniques of training; and the principles of documentation and record keeping, record storage and retrieval.

Ability to: define problems, gather and analyze data, reason logically, draw sound conclusions, and make appropriate recommendations; perform systems analysis and programming work; design, enhance and modify new and existing systems; recommend, design, test, implement and/or install computer software applications; troubleshoot, identify and resolve programming problems; respond to, analyze and assess user needs, resolve problems, and determine solutions; write instructions; train staff and users; communicate effectively, both verbal and written; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational and educational backgrounds.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.