

Systems Analyst I

Definition:

Under general supervision, to conduct routine systems analysis; design and implement less complex systems for computer applications including, personnel, equipment and data flow; and to analyze and write basic application programs; and to troubleshoot, identify and resolve a variety of technical problems.

This is the entry level class in the Systems Analyst series. Incumbents in this class are expected to demonstrate entry level programming skills. The Systems Analyst I provides systems analysis, design and programming support for existing production applications. The Systems Analyst I is distinguished from the Systems Analyst II by the latter's responsibility for the more complex projects.

Promotion to the next level is considered on a merit basis, subject to the recommendation by the department head and approval by the Chief Human Resources Officer.

Essential Functions:

- Develops, implements and maintains 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 routine project descriptions, cost/benefit analysis and needs assessment for new and/or enhanced system modifications;
- Writes basic program specifications; coordinates program testing; makes necessary corrections; and confers with management and departmental staff regarding changes in operating procedures and systems design to ensure application meet users needs;
- Troubleshoots, reports and documents system problems; develops and implements solutions to the problem; and oversees maintenance of the system;
- Provides user access requirements; and maintains system security;
- Develops user instruction manuals and provides assistance and training to users for applicable software applications;
- Modifies, enhances, or adds modules to existing applications; and adapts purchased software to hardware used by the department;
- Reviews software programs to ensure logical flow; modifies existing programs to correct errors and develops recommendations and implementation plans;
- Coordinates system design and interface between public and private agencies; and assists in designating controls and audit trails;
- Stays abreast of technological trends;
- Analyzes data and creates queries and ad hoc reports;
- 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:

Completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university, with course work in computer science or management information systems or closely related field.

OR

Completion an accredited trade or vocational school training program in programming.

OR

One (1) year of technical experience in an information systems environment.

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

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

Ability to gather and analyze data, reason logically, draw sound conclusions, and make appropriate recommendations; perform systems analysis and programming work; design new and revise 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 basic 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.

Supplemental:

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.