PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Sr. Systems Analyst	**Job Code:** 1412
Date: January 7, 2000	**EEO Code:** PR
FLSA Designation: Non-exempt	**Civil Service Status:** Covered (Unclassified)

DEFINITION: This is advanced, senior level professional programming and systems analysis work in support of department or city-wide information technology systems and services.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to the director and perform tasks under very general and infrequent supervision and normally exercise supervision over others. This class is distinguished from lower level analysts by its greater level of responsibility, complexity of tasks, broader expertise over more complex and/or multiple systems, and increased supervisory and/or management responsibilities.

ESSENTIAL DUTIES: Leads, trains, oversees, and reviews the work of subordinate staff; leads and coordinates projects and project participants in technical and complex tasks; instructs in: programming methods and techniques, the use of computer software and hardware, and proper coding, job control language, design, and documentation techniques; develops and maintains quality control standards for assigned staff.

Plans, directs, and participates in the design, programming, testing, and maintenance of complex computer application systems; designs data input and output; plans and develops specifications for programs; assists departments with difficult program and operational problems; analyzes causes of problems and develops solutions.

Assists users of electronic data processing in developing written procedures necessary to the operations of systems being implemented; confers with administrative personnel regarding data processing applications and requirements; designs and analyzes the feasibility of alternative system approaches; estimates costs and manpower requirements; and participates with users in developing implementation plans.

Designs and/or assists in the design of database tables; updates existing systems to meet user requirements; audits and converts older programs to current database and department standards.

May be responsible for department or city-wide Geographic Information System (GIS) design and maintenance; including, hardware and software maintenance, system design and programming, development of system reports and project drawings, and supervising and/or overseeing users of the GIS system.

Performs equipment maintenance functions as required to retain in operational condition; performs other related duties as required.

MINIMUM REQUIREMENTS: A) Bachelor's degree in computer science or related field and either one (1) year experience as a Systems Analyst II or four years experience in computer information systems; **or B)** an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of experience]. May require supervisory experience. *NOTE: Applicants appointed to an open career series directly at higher than the entry level must satisfactorily complete the associated advancement criteria during the probationary period.*

Specialities. One of the following is required: a) Oracle Masters (or other equivalent database certificate), b) Certified Network Engineer (in either NetWare or Group Wise), c) SQL/SQR for PeopleSoft, People Tools I & II, and PeopleCode courses (or comparable knowledge as demonstrated by job task competency and/or experience in these areas); or d) other bona fide, comparable program in a job-related area of expertise as approved and accepted by the Human Resources Department. Additional training in the particular position's area of emphasis is also required (i.e., supervision, project management, system management, database management, etc.).

<u>License</u>. A valid, lawful Driver license may be required for some positions.

SELECTION FACTORS:
Advanced knowledge of:
- the principles and procedures of systems analysis, design, programming, program planning, and troubleshooting.
- multiple languages and operating systems.
- program debugging techniques.
- security, data backup, and disaster recovery procedures.
- data management.
- system implementation methods.
- the general operation of and trends and developments in GIS, computer technology, communications, and analysis (if applicable).
- CAD software in system design, applications development, and customization (if applicable).
- integration of associated database information and data with CAD graphic entities (if applicable).

Advanced skill in:
- learning new technologies, languages, and operating systems.
- performing complex programming and design activities.
- conducting research and determining solutions to problems.

Skill in:
- effectively planning and managing projects including the maintenance of schedules and timetables.
- designing and building computer applications or network or administer relational databases.
- analyzing data and developing logical solutions to complex computer application programming problems.
- evaluating systems and routines.
- reading, interpreting, and applying technical publications, manuals, and other documents.

Ability to:
- lead, organize, and review the work of subordinates.
- explain technical information in lay terms and to individuals of varying levels of understanding.
- communicate effectively both orally and in writing.
- develop and maintain effective working relationships with coworkers, users, and superiors.

TOOLS AND EQUIPMENT USED: Personal computers, communications devices, electronic diagnostic devices, print servers, computer hardware repair tools, and other computer and office equipment.

PHYSICAL DEMANDS: Lifting computer equipment up to 30 pounds, reaching, bending, stooping, crawling, assuming uncomfortable positions, sitting at a computer for extended periods of time, and other varied physical activities associated with performing the essential duties of the job.

ENVIRONMENTAL FACTORS: Frequent exposure to computers, electronics, and electrical devices. May include exposure to high-stress situations or environments such as meeting strict deadlines and dealing with angry individuals. May require working long or odd hours.
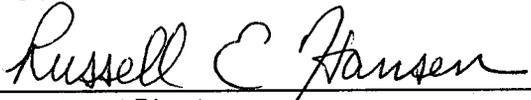
Russell C Hansen   _Jan 4, 2000_
Department Director   Date
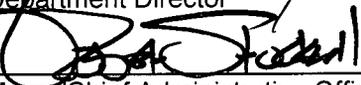
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Mayor/Chief Administrative Officer   Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. This class specification supersedes earlier versions.