

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Systems Analyst I	<b>Job Code:</b> 1409
<b>Date:</b> January 7, 2000	<b>EEOC Code:</b> PR
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> Covered (Unclassified)

**DEFINITION:** This is working 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 or designated supervisor and perform tasks under general supervision. This class is distinguished from the Systems Analyst II by its lesser degree of complexity, lack of responsibility for major program management, and lower level expertise overall. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

**ESSENTIAL DUTIES:** Designs and programs user-generated projects by analyzing and clarifying data requirements and needs; develops and maintains computer systems from conception and design to implementation including, designing screens, reports, and programs; evaluates, programs, converts, and installs data processing systems; designs software to enhance system use; tests and revises new programs for accuracy and completeness; tests and modifies existing programs to increase operating efficiency and/or adapt to new requirements.

Studies and recommends implementation of procedural methods for the processing of City records and transactions; analyzes problems in existing procedures of departments; makes recommendations as to the feasibility of converting manual systems for processing electronically.

Works in cooperation with user department personnel and the Information Systems Director; prepares written instructions to guide computer operations; instructs personnel in procedures of these applications; trains user department personnel as needed.

Performs equipment maintenance functions as required to retain in operational condition; lifts and removes terminals, CPUs, etc. from worksite; transports same for repair; installs hardware and software.

May be responsible for department 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.

Assists staff members as needed and performs other related duties as required.

**MINIMUM REQUIREMENTS:** **A)** Bachelor's degree in computer science or related field and one (1) year 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]. *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.*

License. A valid, lawful Driver license may be required for some positions.

**SELECTION FACTORS:**

Knowledge of:

- the principles and procedures of systems analysis, design, programming, and troubleshooting.
- multiple languages and operating systems.
- program debugging techniques.
- security, data backup, and disaster recovery methods.
- the operations, functions, and terminology common to the work.
- policies and procedures established for the work system.

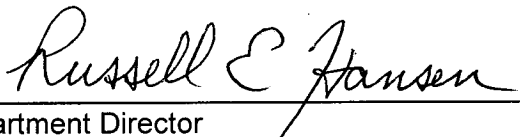
Ability to:

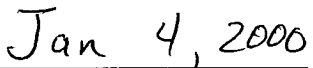
- learn new technologies, languages, and operating systems.
- independently perform difficult programming and design activities.
- perform research to identify solutions to problems.
- design and develop new computer applications.
- read, interpret, and apply technical publications, manuals, and other documents.
- exercise independent judgment in evaluating situations and make sound recommendations.
- 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.

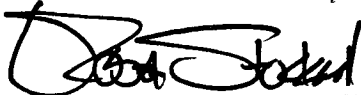
**TOOLS AND EQUIPMENT USED:** Personal computers, communications devices, electronic diagnostic devices, print servers, computer hardware repair tools, and other computer and office equipment.


**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.

  
 \_\_\_\_\_  
 Department Director

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 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.*