

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Systems Analyst II	Job Code: 1411
Date: January 7, 2000	EEOC Code: PR
FLSA Designation: Non-exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is full performance 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 supervision. This class is distinguished from the Systems Analyst I by its responsibility for major program management and higher level and/or broader expertise. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Plans, directs, and participates in the design, programming, testing, and maintenance of computer application systems; designs systems in association with user department personnel; analyzes and clarifies data requirements; designs data input and output; plans and develops specifications for applications programs; designs and analyzes the feasibility of alternative system approaches; and conducts feasibility and cost comparison studies.

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.

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.

May plan, organize, and direct the activities of a computer systems analysis unit; and, as a unit leader, supervise and direct subordinates in the accomplishment of their assigned duties.

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 two (2) years experience as a Systems Analyst I or three (3) 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]. **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 also 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.

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

SELECTION FACTORS:

Extensive 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).

Skill in:

- learning new technologies, languages, and operating systems.
- performing complex programming and design activities.
- conducting research to determine solutions to problems.

Ability to:

- effectively plan and manage projects including the maintenance of schedules, timetables, and appropriate documentation.
- perform computer hardware and software diagnostics and basic configurations.
- design and build computer applications or networks or administer relational databases.
- analyze procedural operations and organize component parts into a logical system.
- evaluate systems and routines.
- read, interpret, and apply technical publications, manuals, and other documents.
- maintain a working knowledge of technological developments.
- 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 E. Hansen

Department Director

David J. Smith

Mayor/Chief Administrative Officer

Jan 4, 2000

Date

7 Jan 00

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.