

SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs systems analysis of County department processes and designs and implements complex technological system solutions. Supervision is exercised over the work of lower level technical employees. Work is performed under general supervision of the Director of Information Services or a designee with wide leeway allowed in technical work details. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as a technical liaison between vendors, county departments and Information Services;

Gathers information necessary for the design of technological solutions by meeting with users to review current processes;

Researches and/or designs technology driven solutions based on analysis of information gathered;

Determines how much time and resources will be necessary to install the system;

Tracks the progress of implementation and prepares periodic reports thereon;

Determines data security requirements;

Prepares and delivers presentations on system proposals to users;

Implements proposed hardware and software in conjunction with other technical staff;

Trains users in system procedures;

Performs on-going systems maintenance which includes upgrades, maintaining system viability and system issue resolution;

Provides guidance and training to other technical staff;

May code web or database applications and/or scripts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and terminology of data processing applications; thorough knowledge of systems analysis techniques; good knowledge of project management; ability to design technological solutions to meet customer needs; ability to communicate effectively orally and in writing with both customers and other technical personnel; ability to establish and maintain effective working relationships with co-workers and customers; ability to work independently; courtesy; initiative.

MINIMUM QUALIFICATIONS: Either:

- A. Master's Degree in Computer Science or a related field and two (2) years of experience which must have involved systems analysis in a data center equivalent to that of Ulster County in complexity; **OR**
- B. Bachelor's Degree in Computer Science or a related field and three (3) years of application development experience in a data center equivalent to that of Ulster County in complexity, two (2) years of which must have involved systems analysis; **OR**
- C. Associate's Degree in Computer Science or related field and five (5) years of application development experience in a data center equivalent to that of Ulster County in complexity, two (2) years of which must have involved systems analysis; **OR**
- D. Possession of a diploma or certificate of completion for a course of study in application development from a technical school licensed by the New York State Department of Education, and six (6) years of application development experience in a data center equivalent to that of Ulster County in complexity, two (2) years of which must have involved systems analysis; **OR**
- E. High school graduation or possession of high school equivalency diploma and seven (7) years of application development experience in a data center equivalent to that of Ulster County in complexity, two (2) years of which must have involved systems analysis; **OR**
- F. An equivalent combination of A, B, C, D, and E above.

Note #1: College level study in Computer Science or related field may be substituted on a year for year basis for the above mentioned degrees; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses. However, college courses may not be substituted for the two (2) years of experience which must have involved systems analysis as mentioned above.

Note #2: When applying, you must supply sufficient information to support your claim that the complexity of the agency from which you obtained your experience is equal to that of Ulster County.

ULSTER COUNTY
7120 SYS ANLYST
Classification: Competitive
Grade: 20
Union: CSEA

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