

NEW CASTLE COUNTY GOVERNMENT

Number 0232

CLASS SPECIFICATION

Page 1 of 2

Date 04/06/04

Title: SYSTEMS ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Performs all phases of work involving the design, implementation, and maintenance of the more complex and difficult applications software products and data base administration supporting the County's information processing systems; work is carried out primarily at a central location in the County, within the framework of generally defined guidelines and directives; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs complex technical work in the design, configuration, and programming of application software and overall management of County data bases. Specific responsibilities include configuration design and implementation of certain departmental applications, including process engineering, conversions, and organization of user training; system design; programming; testing and debugging; configuration design and implementation of all data base management software; data base administration for certain applications in use; development and maintenance of assigned policies, procedures and software for the use of customer services and operations; and team leadership and for assigned application implementation projects.

EXAMPLES OF WORK: (Illustrative only)

- Evaluates, installs, tests, and maintains assigned application software;
- Responsible for the installation, testing, and maintenance of associated data base management systems (DBMS);
- Develops or modifies designated application software systems and coordinates programming, conversion, and testing of new programs;
- Evaluates, installs, tests, and maintains application software development products;
- Develops, secures approval of, publishes, and enforces application software standards and procedures and updates established procedures for assigned applications;
- Develops standard file format requirements, input/output formats, and documentation standards;
- Prepares necessary user training programs in conjunction with new system implementation;
- Performs detailed system design, data base design, and develops program specifications;
- Assists in the training of new personnel;
- Defines and resolves systems problems;
- Develops estimates of cost, time, equipment, and resource requirements;
- Provides information, direct assistance, and technical resources to users and division staff;
- Presents or assists in presentation of systems to user departments;
- Supervises, directs, coordinates, and evaluates the activities of project personnel;
- Prepares or assists in the preparation of training programs in conjunction with the implementation of the project;
- Works with vendors in the implementation of applications software and hardware;
- Works closely with departments to identify methods of improving County business functions;
- Designs, develops, tests, debugs, and documents computer programs;
- Performs data base and data presentation design;
- Confers with management on assignments and priorities;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

NEW CASTLE COUNTY GOVERNMENT

Number 0232

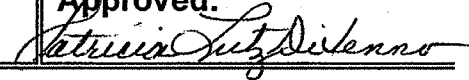
Page 2 of 2

Date 04/06/04

CLASS SPECIFICATION

Title: SYSTEMS ANALYST

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and techniques of systems design and analysis; good knowledge of data processing equipment and its capabilities; good knowledge of the practices and procedures related to the review and analysis of applications systems; some knowledge of the principles of organization and management; ability to analyze methods and procedures accurately and logically; ability to reason logically, draw valid conclusions and develop effective solutions to system problems; ability to supervise others; ability to prepare comprehensive reports; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years systems and design experience to include at least one year experience as a project leader and completion of a standard high school course or GED certificate program, preferably possession of a Bachelor's Degree from an accredited college or university of recognized standing with major course work in computer science, information systems, or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established:	Circa 1973
Revised:	Circa 1974
Revised:	Circa 1981
Revised:	07/01/87
Revised:	06/12/89
Revised:	03/14/95
Revised:	09/10/96
Revised:	03/01/00
Revised:	04/06/04