

## SYSTEMS ANALYST

GENERAL STATEMENT OF DUTIES: Surveys and analyzes work methods and procedures for conversion to electronic data processing.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher level technical employee, the incumbent of this class is responsible for reviewing and analyzing current organization, methods, and procedures and recommending improvements therein for use in electronic data processing. Partial supervision may be exercised over technical employees.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts detailed methods and systems surveys of various operations with a view to applying electronic data processing;

Discusses proposed new applications with management;

Develops with user departments their electronic data processing requirements, workflow, training, etc. to implement proper procedures and systems;

Prepares process charts and analyses that reflect workflow, external verification and audit points and output requirements;

Develops procedure manuals of input preparation for electronic data processing system;

Advises programming staff in preparing the detailed machine program from the diagrams and flow charts prepared by the systems staff;

Revises existing systems to increase efficiency;

Assists in the training and instruction of subordinates;

May research available software products for use in automating recordkeeping, office functions, scheduling, etc.;

May use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software;

Prepares records and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the mechanized and clerical procedures and problems involved in systems analysis; good knowledge of the requirement of computer programming, operations and software, including capabilities, applications and day-to-day administration; good knowledge of organization structure and its relations to work flow; ability to express recommendations clearly and concisely, orally and in writing, ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail, and database software; systems such initiative; resourcefulness; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's Degree and two years of experience in methods analysis or a related field involving organization and procedures analysis; or (b) completion of a two-year post high school, community college or technical school course and four years of experience in methods analysis or related field involving organizational and procedures analysis; or (c) six years of data processing experience, two years of which must have been in a supervisory position with responsibility for developing procedures and work flow; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience in programming for internally stored programmed computer with magnetic storage media may be substituted for an equivalent amount of required experience up to one year.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Cities of Rye and Peekskill,  
School Districts

J.C.: Competitive

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Job Class Code: O827/S827