COMPUTER SYSTEMS ANALYST II

NATURE OF WORK IN THIS CLASS:

This is complex professional systems analysis work.

Employees in this class perform the full range of complex systems analysis work, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over subordinate professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Determines feasibility of adapting complex work systems and processes to electronic data processing techniques; analyzes and prepares documentation concerning the adaptation of complex work systems and processes to electronic data processing techniques.

Works with client-user, supervisors and administrative personnel to secure approval and facilitate understanding of all phases of adaptation and implementation procedures.

Oversees the coordination of activities in all phases of work until the system is functioning satisfactorily.

Prepares specifications for programmers to follow and work with them to "de-bug" or eliminate errors from the system.

Evaluates and improves systems already in use by developing better procedures or adapting the system to handle additional types of data.

Determines the best course of action to achieve desired results and optimum utilization of data processing equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of electronic data processing.

Knowledge of the functions and capabilities of electronic data processing.

Knowledge of the principles and practices of computer programming.

Ability to lead the work of others.

Ability to learn and apply the administrative, reporting or statistical systems commonly used in government.

Ability to analyze and interpret technical data systems and processes and make recommendations to adapt to electronic data processing to improve effectiveness and reduce cost.

Ability to think logically and pay close attention to details.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Skill in computer systems analysis and design.

MINIMUM EXPERIENCE AND TRAINING:

a) Two years of experience as a Computer Systems Analyst I or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established:   July 1980

DAVID R. FLORES, Executive Director
Civil Service Commission '