

SENIOR SYSTEMS ANALYST

GENERAL STATEMENT OF DUTIES: Supervises and assists with the surveying and analyzing of work methods and procedures for conversion to electronic data processing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for reviewing and analyzing current organization, methods and procedures and recommending improvements therein for application of electronic data processing. Supervision is exercised over technical employees.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists with the conduct of detailed methods and systems surveys of various operations with a view to applying electronic data processing;

Supervises and assists with the preparation of precise charts and analyses that reflect work flow, external verification, audit points and output requirements;

Develops procedures manuals of input preparation for electronic data processing systems;

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;

Trains and instructs subordinates;

Prepares records and reports;

Confers with personnel from other jurisdictions to provide technical guidance and assistance in solving problems arising from electronic data processing procedures;

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the mechanized and clerical procedures and problems involved in systems analysis; good knowledge of the requirements of computer programming, operations and software including capabilities, applications and day-to-day administration; good knowledge of organization structure and its relation to work flow; ability to express recommendations clearly and concisely, orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; 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 three years of experience in methods analysis or a related field involving organizational and procedures analysis, or (b) completion of a two-year post high school, community college or technical school course and five years of experience in methods analysis or related field involving organizational and procedures analysis; or (c) seven 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: Recent experience (within the last ten years) in computer programming may be substituted for an equivalent amount of the 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.