

COMPUTER SYSTEMS ANALYST I

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional systems analysis work.

Employees in this class analyze, document and design various administrative, reporting and statistical systems or processes of limited scope and complexity for electronic data processing.

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 the feasibility of implementing electronic data processing through the study and appraisal of the cost and practicality of the proposed electronic data processing system as compared to the existing work system or processes.

Determines the requirements or changes necessary to adapt from the existing work systems or processes to electronic data processing techniques.

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

Develops system, prepares written procedural narratives, flow charts, diagrams and forms design that assist the operations in terms that the client-user can understand.

Translates the logical requirements of the system into the capabilities of the computer.

Works with programmers to de-bug or eliminate errors from the system.

Prepares specifications, program guidelines, input/output requirements, and any other procedural and technical items.

Assists computer programmers in resolving problems involving program extent.

Evaluates existing programs and systems for possible improvement and develops new or revised systems and programs as necessary.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the functions and capabilities of data processing.

Knowledge of the principles and practices of computer programming.

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

Ability to think logically and pay close attention to details.

Computer Systems Analyst I

Ability to analyze and document work systems and processes for adaptation to electronic data processing techniques.

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.

MINIMUM EXPERIENCE AND TRAINING:

a) Two years of experience as a Computer Programmer II 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.

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DAVID R. FLORES, Executive Director
Civil Service Commission;