

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Systems Analyst

SERIES NO.:

6412

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

04/22/2012

SERIES PURPOSE:

The purpose of the systems analyst occupation is to analyze & design computer systems.

Note: In addition, system analysts may also operate microcomputer's.

CLASS TITLE:

Systems Analyst 1

CLASS NUMBER:

64121

EFFECTIVE DATE:

10/04/1992

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of computer science & computer systems analysis in order to analyze & design small &/or simple computer systems with assistance from higher-level systems analysts (i.e., minimum of 50% of time), or in Department of Administrative Services' Office of Information Systems Policy & Planning, to assist higher-level systems analyst in development & evaluation of Long Range Information System Plans (i.e., as described by Policy OPP-004) & development of policies (i.e., research subject matter, analyze findings & formulate policy statement) relating to procurement & use of information systems technology in state government & carry out related functions to facilitate statewide policy & planning functions (e.g., investigate information systems technology for possible applications in state government; consult with agency representatives to ensure effective use of information system resources).

CLASS TITLE: Systems Analyst 1	CLASS NUMBER: 64121	BARGAINING UNIT: 14
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EFFECTIVE DATE:
10/04/1992

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Analyzes & designs small &/or simple computer systems with assistance from higher-level systems analysts & assists in analysis & design of large &/or complex computer systems (i.e., minimum of 50% of time) (e.g., meets with users to discuss computer needs; develops systems for personal computers or systems to generate reports in production mode; prepares estimates of time, cost, supplies &/or personnel; analyzes hardware & software alternatives & recommends selection to users & higher-level authorities; develops system flow charts; writes system documentation, program specifications &/or production procedures; designs system test procedures; designs storage files) & provides on-going system maintenance & evaluation,

OR

in DAS' Office of Information Systems Policy & Planning, assists higher-level systems analyst in development & evaluation of Long Range Information System Plans (i.e., as described by Policy OPP-004) & development of policies related to procurement & use of information systems technology in state government (i.e., researches subject matter, analyzes findings & formulates policy statement).

Establishes & maintains user contacts; instructs & trains users in operation of & procedures for new systems; coordinates work with other agency or governmental personnel; writes user manuals & instructions; researches technical computer manuals; attends seminars for additional training; writes computer programs in high-level computer language; or in DAS' Office of Information Systems Policy & Planning, carries out related tasks to facilitate statewide policy & planning functions (e.g., investigates information systems technology for possible applications in state government; consults with agency representatives to ensure effective use of information system resources).

MAJOR WORKER CHARACTERISTICS:

Knowledge of computer science; computer systems analysis & design; high-level language computer programming; computer hardware systems. Skill in operation of computer terminal & peripheral equipment (e.g., printers, modems). Ability to interpret variety of technical computer manuals & documentation; write programming specifications & system documentation; communicate verbally on technical & non-technical matters; move limbs/ fingers easily to perform manual functions repeatedly.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree program as undergraduate core program in computer science which must have included at least 2 courses in systems analysis & design & at least one course in each of following: fourth generation language (e.g., SUPRA, MANTIS, SAS), high-level computer language (e.g., COBOL), assembler language, telecommunications programming, computer laboratory involving hands-on operation of computer hardware & peripheral equipment, computer programming, structured programming techniques, flowcharting, numerical analysis & algebra or comparable mathematics; 1 course or 3 mos. exp. in relational database (e.g., DB2, IMS); 1 course or 3 mos. exp. in command level (e.g., CICS); 1 course or 3 mos. exp. in data & file structures (e.g., lists, trees, graphs, searching & sorting); 1 course or 3 mos. exp. in statistics/statistical analysis; 12 mos. additional trg. or 12 mos. additional exp. in writing &/or modifying, testing & debugging full range of computer programs using high-level & assembler languages &/or in system analysis & design.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves operation of computer terminal for long periods of time; overtime may be required.