CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

Systems Analyst 1

CODE: 64121C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data systems manager, data systems supervisor, programming/analysis supervisor or higher-level systems analyst, determines requirements for development of new systems or modifications to existing systems; designs & develops new systems; establishes & maintains user contacts; PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	20-40	Determines requirements for development of new systems or modifications to existing systems; performs preliminary investigations; performs feasibility studies; prepares estimates of time, cost, supplies, personnel; evaluates & recommends applicable EDP equipment, techniques & programming packages including existing hardware & computer systems; consults with & advises management personnel on operational system problems.	Knowledge of (1) functions of computer systems, (2) budgeting, (3) manpower planning, (4) operation of EDP equipment, (5) office practices & procedures*, (6) government structure & process*; skill in (7) systems analysis; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) use statistical analysis, (10) gather, collate & classify information.
2	45-65	Designs & develops new systems for part of larger complex configuration or systems of basic or intermediate nature; plans & coordinates maintenance program; develops solutions to EDP problems & designs corrective systems as necessary; designs software adaptations; designs system test procedures & performs actual, final systems tests.	Knowledge of 1, 4, 5*, 6*; skill in 7, (11) systems design; ability to 10, (12) deal with large number of variables & determine specific course of action on basis of need.
3	10-20	Establishes & maintains user contacts; prepares user instructions & procedure manuals; instructs & trains users in operation & function of new systems; conducts follow-up studies; reviews & monitors systems for inadequacies, consulting with users on possible solutions.	Knowledge of 1, 4, 5*, 6*; ability to 8, 11, (13) write instructions & specifications concerning proper machine usage, (14) explain variety of technical material, (15) handle inquiries & contacts with government & public officials.

(692)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in functions of computer systems (or 6 mos. exp.); 6 courses in operation of EDP equipment (or 6 mos. exp.); 1 course in budgeting (or 1 mo. exp.); 1 course in manpower planning (or 1 mo. exp.); 1 course in statistical analysis (or 1 mo. exp.); 300 hrs. training in systems analysis (or 3 mos. exp.); 300 hrs. training in systems design (or 3 mos. exp.); or equivalent.

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FORM ADM-4134