OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Systems Analyst 3

CODE: 64123C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from data systems manager, directs & coordinates section activities in development & maintenance of major computer systems; manages contract compliance; provides technical assistance & training; -PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	53-73	Directs & coordinates section activities (e.g., development & maintenance of new systems, data base management, organization & control of project activities); monitors update activity & ensures program efficiencies; enforces professional standards; supervises section staff & determines project priorities; interviews applicants for systems & programming positions; advises chief of operations on matters of budget, equipment, configuration modification & personnel requirements; represents chief of operation as necessary.	Knowledge of (1) management, (2) supervision, (3) office practices & procedures, (4) government structure & process, (5) functions of computer systems, (6) systems analysis, (7) budgeting, (8) manpower planning, (9) operation of EDP equipment; ability to (10) use statistical analysis, (11) define problems, establish facts & draw valid conclusions, (12) gather, collate & classify information about data, (13) handle sensitive contacts with public & government officials, (14) establish friendly atmosphere as manager of section.
2 (695) 1231-717	6-36	Manages contract compliance & coordinates contract negotiations between agencies & private contractors developing major computer systems (e.g., continuity of personnel assignments to projects, subcontracting, provision of office space, performance agreements, progress reporting); assists in determining procurement requirements & bid specifications; participates in equipment negotiations.	Knowledge of 1, 3, 4, 7, 8, (15) labor relations; ability to 10, 11, 13.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in office practices & procedures (or 12 mos. exp.); 10 courses in government structure & process (or 12 mos. exp.); 6 courses in management (or 6 mos. exp.); 6 courses in functions of computer systems (or 6 mos. exp.); 6 courses in systems analysis (or 6 mos. exp.); 6 courses in budgeting (or 6 mos. exp.); 6 courses in (Cont)

TRAINING & DEVELOPMENT:

CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

Systems Analyst 3

AUG 0 2 1983

CODE: 64123C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION:

PERFORMS RELATED DUTIES AS REQUIRI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	16-26	Provides technical assistance to management, users & vendors to determine specific needs & to develop programs on basis of such needs (e.g., technical problems, programming techniques & languages, hardware/software options); trains new employees, users & applications personnel in all aspects of systems development & maintenance.	Knowledge of 3, 4, 5, 6, (16) employer training & development; ability to 13, (17) deal with large number of variables & determine specific course of action on basis of need.

(696)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* (Cont) manpower planning (or 6 mos. exp.); 6 courses in statistical analysis (or 6 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 3 courses in operation of EDP equipment (or 3 mos. exp.); 1 course in labor relations (or 1 mo. exp.); 1 course in employee training & development (or 1 mo. exp.); or equivalent.

FORM ADM-4134

CLASS TITLE Systems Analyst 3

CODE: 64123C