

CLASS SPECIFICATION

Information Systems Analyst

Code Number: _____

GENERAL PURPOSE

Under general supervision, individually or as a project team member, identifies end user system requirements and evaluates software packages; designs, codes, tests and documents software applications; trains and assists end users in implementing new applications; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Information Systems Analysts perform applications design, programming, testing and implementation of computer application software packages and program modifications and enhancements to meet Commission requirements for effective and efficiently designed information systems. Work is typically assigned or approved by the section head. Supervision of work assigned varies from limited to moderate, depending on the size, scope and complexity of the application/modification being developed and the individual analyst's experience.

Information Systems Analyst is distinguished from Senior Information Systems Analyst by the Senior Information System Analyst's responsibility for systems administration, help desk support and PC/client-server applications, in addition to applications software development and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Individually or as a team member, works on and is responsible for applications development, conversion, installation and/or maintenance projects; meets with users; plans, organizes and defines project requirements, methods and end objectives; coordinates project activities with team members, other section staff, user representatives and outside vendors.

Interviews, analyzes and documents end user work processes and systems requirements; develops or refines system specifications; evaluates and tests vendor software packages for conformance with user requirements and priorities.

Translates system specifications into logical processes to prepare detailed system designs or enhancements; develops business entity and data flow diagrams; analyzes and evaluates program code to identify appropriate modification and enhancement requirements; using applicable

programming languages, writes and edits program code for applications or enhancements; maintains and updates database files and tables; designs subsystem interfaces to capture current data and update databases; writes requirements definitions for data conversion programs.

Develops and executes system test plans to ensure application performance conforms to specifications; modifies programs to correct errors and optimize system performance and cost-effectiveness.

Generates reports and data runs; designs screens, directories, utility programs and menus.

Develops software documentation; trains and works with users in implementing new applications or systems enhancements.

OTHER DUTIES

May conduct training classes for users on new programs and software packages.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Applications development principles, techniques and procedures for business and technical systems, including systems analysis and design principles and systems development methodologies to ensure efficient systems operation and maintenance; database design concepts; standard programming languages and utilities similar to those used by the Commission; standard software development tools and utilities; principles, methods and techniques in the design and operation of information systems for standard computer platforms and peripherals; basic functions, capabilities, characteristics, and limitations of standard computer hardware and related equipment; basic accounting, statistical, business and office procedures commonly supported by system applications.

Ability to:

Understand and apply user systems specifications in performing systems evaluation, design and programming; complete project responsibilities and programming assignments efficiently and in accordance with Commission quality standards; organize and plan applications development, enhancement and maintenance projects; prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials; make sound independent decisions within established guidelines; understand and follow written and oral work instructions; communicate clearly and concisely, orally and in writing; work collaboratively and effectively as a team member; establish and maintain effective working relationships with end users, vendors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a college or university with a major in computer science, mathematics or a closely related field; and three years of progressively responsible experience in applications analysis, design and development; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk and hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands or arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team member; and interact with Commission end users, employees, vendors and other encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is moderately quiet.