



CLASSIFICATION NO. 687

Established: 4/91

Revised: 7/99

FLSA: Exempt

EEO: 2

## **SYSTEMS PROJECT ANALYST**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and manage the work of a project team in the analysis, design, enhancement, and implementation of broad and complex application systems; to prepare specifications and procedures for assignment; to perform programming, testing, installation, and maintenance of new or modified applications; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Technology Services Department provides computing services to County departments and other public and private agencies. The department is made up of four Technology Services Department Divisions, including Administrative Support, Enterprise Services, Application Support, and Telecommunication Services.

The Systems Project Analyst has primary responsibility for performing advanced systems analysis and design work in support of a highly complex application system that involves multiple sub-systems, programs, files, databases, and users. The Systems Project Analyst may also work on other systems in addition to their primary system. Incumbents translate user needs into technical applications, present complex technical information to users at all levels of ability, and interact with personnel at various internal and external agencies.

The Systems Project Analyst differs from the Systems Project Specialist which designs and develops application systems of moderate complexity and generally does not have project team leader responsibilities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Coordinates the work of a project team composed of staff, vendors and users; guides and formulates project needs and requirements; manages and completes projects within specific time and budget constraints; prepares progress reports and revises projections to reflect current status.
2. Confers with users and departments to analyze current and projected data information needs, resources and system performance; conducts research of new systems and modifications; conducts compatibility studies and cost/benefit analyses and recommends the most cost-effective approach to meet computer system requirements.
3. Coordinates the planning of projects related to existing or proposed systems; prepares estimates and tracks project time and costs; establishes a work plan in relation to the

capacity and limitations of computer hardware, operating time and available personnel; assigns projects or sections of projects to project staff.

4. Develops detailed design specifications, definitions, flow charts, diagrams, performance criteria, and testing methods; writes; develops, and documents operational procedures for data elements and sources; coordinates systems maintenance, testing, and production runs; devises schedules for implementation; provides training and technical guidance to users and staff in the use of new or modified systems and procedures.
5. Utilizes appropriate software tools and techniques for systems analysis, logic design, applications programming and coding, data base management, computer operations, troubleshooting equipment problems, and maintaining operational integrity of the computer system.
6. Researches changes, trends and technologies related to computer systems.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of applications programming, data communications and systems analysis and design; computer hardware and systems software in supporting application systems; data base management principles and techniques; operational characteristics of computer hardware and software.

Working knowledge of: Basic principles and techniques of supervision and training; methods of project planning and management; cost/benefit analysis, research methods and report preparation.

Skill to: Communicate effectively, both orally and in writing; convey technical and complex information to users and management; design and analyze advanced systems; collect, analyze, evaluate, and prepare recommendations regarding system performance, user needs and requirements; establish controls and security measures; develop and manage projects within established timelines and budget requirements; plan and coordinate assigned staff to achieve project requirements and objectives; establish and maintain effective working relationships with system users, vendors, co-workers, other County personnel and outside agencies; perform mathematical and statistical computations.

### **WORKING CONDITIONS**

Frequently works early and late hours to meet timelines, provide off-hour upgrade and maintenance, and respond to emergency situations.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

**PRE-EMPLOYMENT REQUIREMENTS**

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/19