



CLASSIFICATION NO. 665
Established: 4/12
FLSA: Exempt
EEO: 2

SYSTEMS PROJECT ANALYST, SENIOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and manage the work of project teams 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, research and implement Open Source solutions as appropriate, and maintenance of new or modified applications; responsible for intermediate (non-application related) system / database administration including system design, installation, security, performance and hardware in coordination with primary administration team; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Technology Services Department (TS) provides technology services to County departments, other public agencies and to the citizens of Clackamas County. The department is made up of four divisions: Administrative Support, Enterprise Services, Application Support and Technical & Telecommunication Services.

The Systems Project Analyst, Senior is most senior of the Analyst series. The Systems Project Analyst, Senior has primary responsibility for performing advanced systems analysis and design work in support of a highly complex application systems that involves multiple sub-systems, programs, files, databases, and users. The Systems Project Analyst, Senior 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, Senior is the lead on enterprise systems leading the design, support, development, administrative and user business teams. This role includes task assignment and oversight, primary coordination of project with TS and business department management, and development of the technical support plan. This role also coordinates closely with the TS Administration team and has advanced technical responsibilities directly relating to the design, support and maintenance of required systems.

The Systems Project Analyst, Senior differs from Systems Project Analyst due to increased project management and lead responsibilities, and increased technical capability including (non-application) system administration, database administration responsibilities on supported applications, or the integration of Open Source software into an enterprise solution requiring a thorough understanding of where Open Source is a viable alternative solution to vendor based applications. The Systems Project Analyst, Senior has similar levels of project responsibilities as the Information Services Project Coordinator and technical responsibilities as the IT Administrator 2.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates the work of project teams composed of technical 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. Communicates with TS management, technical staff, users and departments to analyze current and projected application 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 application 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 system infrastructure, operating time and available personnel; assigns projects or tasks to project staff.
4. Develops detailed design specifications, definitions, performance criteria, and testing methods; writes; develops, and documents operational procedures; 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. Leads and/or coordinates the work of regular employees and contractors assigned to projects; promotes cooperative team efforts among technical staff, contractors and users; monitor contractor / vendor activities; coordinates with required vendors in providing required services.
7. Provides ongoing high level technical design, support and enhancements to new and existing systems and applications; coordinates maintenance, testing and daily operations; prepares schedules for implementation; monitors, troubleshoots and maximizes performance and integrity; performs comprehensive diagnosis of problems and develops / implements solutions.
8. Under direction, researches, recommends and implements new technology for new and existing systems coordinating such activities with the required application, network, system, administration & network teams for new and existing systems.
9. Coordinates and as required also performs, the administrative design, development and support technical functions to provide required application services; coordination and work performed includes, but is not limited to, network / system (non-application) / database and security functions.

10. Maintains a broad knowledge of current and emerging state-of-the-art technologies, business best practices, architectures and products; acts of the highest point of escalation in application support and maintenance; coordinates other technical areas to facilitate issue resolution, technology development and integration.
11. In coordination with TS management/ technical staff and department business staff, designs and implements technical and business standards and policies, security practices and performance metrics; participates in long range planning and design of technical and business requirements and configurations; backup and recovery procedures; and design of service enhancements.

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; techniques of supervision and project management; business systems design and analysis; Systems and Database administration including server and workstation hardware, operating systems, security protocols and best practices, web services, database design and related support services.

Working knowledge of: Basic principles and techniques cost/benefit analysis, research methods and report preparation. Network administration including internet services, security protocols, network design and performance tuning.

Skill to: Communicate effectively both orally and in writing; convey technical and complex information to users, technical staff and management; design and analyze advanced systems; collect, analyze, evaluate, and prepare recommendations regarding system design and 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.

WORKING CONDITIONS

Frequently works early and late hours to meet time lines, provide off-hour upgrade and maintenance, available for periodic on-call, 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 seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

The following licensure/certifications are required at the time of hire.

- Vendor certification as applicable to specific technologies as required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

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: 1/17