

**0Santa Monica Community College District
Personnel Commission**

Information Systems Analyst

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CONCEPT OF THE CLASS

Positions in this classification perform full performance professional level systems analysis of administrative systems as related to computer applications and programming in order to plan, design and implement information technology systems, including systems integration.

ESSENTIAL DUTIES

Plans and develops information systems management procedures applied to information system overall performance and designs information system solutions

Develops information systems guidelines, program standards, testing strategies, and optimal standards

Analyzes end user operations to determine information technology needs

Designs, develops, plans, tests, implements and documents both new and existing systems to automate business processes and electronic records

Provides technical, analytical and procedural assistance of user problems in consultation with user department personnel and information technology staff

Plans and implements enhancement of current information technology systems including system evaluation, integrity, compatibility, and configuration

Analyzes alternative means of gathering input data and generating output data to select most feasible and effective methods

Locates and corrects discrepancies in information systems and tests programs

Conducts detailed systems analysis and evaluates present system function and capacity against projected needs and proposed solutions and technological recommendations

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received

Receives general supervision from the Director of Management Information Systems

Supervision Exercised

May perform project lead work over Programmer Analyst I and Programmer Analyst II without exercising supervision.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of system and database environments and resource limitations

Knowledge of research techniques, methods and procedures

Knowledge of data input methods and control techniques used for computer processing

Knowledge of methods of structured systems analysis and design, and information engineering

Knowledge of program specifications, design programs and writing or modifying codes

Knowledge of application security and privacy techniques

Knowledge of project management, facilitation of work groups and design teams

Ability to review program specifications, design programs and write or modify code

Ability to understand and carry out complex oral and written instructions

Ability to analyze, interpret and present research findings to prepare design specifications

Ability to conceive and develop a variety of solutions to functional problems and transform abstract ideas to easily understood procedures

Ability to develop data and process models using structured analysis and design, and information engineering techniques

Ability to utilize industry standard diagnostic and management tools

Ability to anticipate problems, and develop solutions, and implement a plan of action

Ability to exercise independent action and judgment within established guidelines.

Ability to learn and utilize new skills and information

Ability to perform several tasks simultaneously, prioritize and meet deadlines

Skills in adapting, interpreting and applying written guidelines, precedents and standardized work practices

Skills in writing, clearly expressing ideas and facts and utilizing proper grammatical form

MINIMUM QUALIFICATIONS***Education Requirement:***

Bachelor of Science degree in Computer Science or closely-related field from an accredited university or college.

Experience Requirement:

Three (3) years of progressively responsible professional information technology experience consisting of systems design, program design, coding, testing, implementing and documenting business application systems.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

Must possess and maintain class "C" California driver's license. Professional certification in applications, hardware and systems used by the College is highly desirable.

WORKING CONDITIONS AND PHYSICAL DEMANDS***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Information Management

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/30/06

Revision Date(s): Hay Study, November 30, 2006

Class History: *Systems Analyst (10/95) and Programmer Analyst III (04/99) classification consolidated and titled as Systems Analyst (09/03)*