

## **METRO**

### **Classification Description**

**Title:** Systems Analyst IV

**Bargaining Unit:** AFSCME 3580

**Job Code:** 0071

**Established:** July 2001

**Pay Range:** 22

**Revised:** 2007

**FLSA Status:** Exempt – Professional Computer

#### **Classification Summary:**

Provide the most advanced technical information systems support for the organization and/or agency to ensure effective utilization and proper management of programs and systems. This is the highest level in the Systems Analyst job classification.

#### **Supervision Received:**

Supervision is received from the Program Supervisor.

#### **Supervision Exercised:**

May provide lead direction over lower level System Analysts.

#### **Distinguishing Features:**

This is the fourth and highest level of the Systems Analyst job classification. Employees in this classification are experts in the field of information technology. Incumbent is viewed as a knowledgeable resource by others within the department and by external contacts as well. May be asked to lead projects and/or people.

#### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Leads, instructs, directs and checks the work of other systems analysts.
2. Tests and debugs programs and systems.
3. Rewrites or redesigns programs or systems to correct problems.
4. Provides individual and group instruction to clients.
5. Participates in evaluating business practices to establish systems design and implementation.
6. Defines, develops, analyzes and modifies databases to support applications.
7. Responsible for systems quality assurance review.
8. May act as project leader for projects with small budgets or limited duration.
9. May instruct customers in use of software.

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10. May lead the development of systems training material for users, appropriate staff, etc.
11. Conducts purchasing activities for equipment and supplies; identifies vendors and solicits bids.
12. Prepares documentation for contract approval; may participate in service contract negotiations, research and implement recommendations.

**Secondary Functions:**

1. Performs other related duties as assigned.

**Job Specifications:**

Bachelor's Degree and 5-8 years of related professional experience; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Knowledge, Skills and Abilities:**

1. Possess and apply a comprehensive knowledge to the completion of difficult assignments
2. Diverse experience in a variety of operating environments
3. Will typically have an advanced professional certification
4. Ability to do custom development of a unique and complex nature to satisfy a specific user need
5. Ability to work with vendors and external consultants on technical, cost, and quality issues for enterprise applications
6. Ability to act as a project manager to resolve specific complicated issues involving a variety of resources
7. Extensive understanding of programming languages and technologies upon which Metro systems are based
8. Ability to develop specifications and perform custom development to satisfy a specific user need
9. Implementation and/or customization capabilities in complex enterprise or departmental applications
10. Ability to provide direction to lower level staff, and to coordinate teams of individuals
11. Ability to convey complex information training to non-technical staff
12. Ability to communicate effectively both orally and in writing

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**Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires continuous and/or frequent standing, walking, fingering, talking, repetitive motions of hand/wrists, hearing, and handling. Also requires occasional stooping, crawling, reaching, feeling, and repetitive motions of feet, sitting, bending, kneeling and the ability to lift and/or carry up to 25 pounds.