



Information Systems Analyst I/II

Class Code:
439,440

DEFINITION

Under direction from the Information Technology Supervisor, performs professional systems analysis and computer programming work to support District information technology applications; prepares program documentation for new applications and writes operating procedures; assists with end user training and provides technical assistance; assists with the maintenance of a variety of District data bases and maintains the District's Geographic Information System (GIS) database; performs system maintenance for assigned applications by investigating and troubleshooting programming and/or data input errors; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Information Systems Analyst I is the entry level in the professional Information Systems Analyst series. Under close to general direction within a framework of established policies and procedures, incumbents learn and perform less complex and specialized systems and programming tasks. As experience and proficiency are gained, assignments become more varied and complex and the level of independent action increases within established guidelines. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. There is limited latitude for independent judgment.

This class is distinguished from the experienced, journey-level Information Systems Analyst II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Information Systems Analyst I and II classifications are flexibly staffed. Incumbents in this classification normally advance to an Information Systems Analyst II after two (2) years at the entry level and upon recommendation of the immediate supervisor and approval by the department manager and demonstrated proficiency to meet the job requirements of the higher classification.

Information Systems Analyst II is the experienced, journey-level, in the professional Information Systems Analyst series. Under general direction within a framework of established policies and procedures, incumbents perform the full range of professional information systems analysis and programming tasks. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Information Technology Supervisor class which is a supervisory classification responsible for the planning, direction and supervision of the staff and operations related to the District's information systems function.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- During systems development: gathers data and information on processing steps and work flow by observing and interviewing end users and other involved staff; designs forms, reports and input and output screens for systems being developed.

- Writes and modifies computer code in applicable programming language in both batch and on-line modes; prepares test data and test programs to eliminate errors in logic or coding; analyzes and corrects system performance problems during the test phase.
- Prepares program documentation for new applications and writes operating procedures to guide end users and computer operators; assists in training end users and providing technical assistance during the implementation phase.
- Assists in maintaining District data bases including data definitions, file organization, file compression, data protection, and program documentation.
- Organizes and maintains the District's Geographic Information Systems database and applications; imports, updates and creates datasets; performs geospatial analysis; ensures the integrity of GIS data; reviews data input for accuracy and compliance with system standards; and provides GIS subject matter expertise and training to District management and staff.
- Performs system maintenance activities for assigned applications by investigating and troubleshooting programming or data input errors; takes necessary steps to resolve systems or programming problems.
- Reads technical journals and attends seminars and workshops to learn about new developments and changing technology trends; may participate in testing new vendor provided software in a test environment for possible use by the District.
- Maintains contacts with vendors of software, hardware or communication equipment; attends product demonstrations and/or arranges to acquire and install system upgrades.
- Implements and manages security for databases and applications.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in information systems, computer science, accounting, engineering or a related field; and

Information Systems Analyst I: No professional work experience required.

Information Systems Analyst II: Two (2) years of full time experience performing computer programming and systems analysis work. Experience with a GIS including conversion of mapping data, GIS database development and documentation of related procedures is desirable and may be required depending upon assignment.

Knowledge, Skills and Abilities:

Knowledge of: principles and practices of systems and procedures analysis; principles and practices of quality assurance and security relative to computer information systems; appropriate computer programming languages as used to run District applications; data analysis and data base programming methods and techniques including spatial projection techniques and standards; the functions and capabilities of various computer hardware and auxiliary and peripheral equipment; operating system software, utility programs and commands; new trends and developments in the field of information systems technology; standard office practices and procedures.

Skill and Ability to: analyze systems, procedures and data, and draw logical conclusions and make effective decisions; design, test and document computer programs; utilize vendor provided software; think logically in abstract symbolic terms; work independently and make sound judgments within procedural guidelines; prepare clear and concise program documentation, user procedures, reports of work performed and other written materials; communicate effectively, both orally and in writing including providing technical information in non-technical terms; provide instruction and training to end users; effectively operate a personal computer, file server and host computer; maintain detailed and accurate records; establish and maintain effective working relationships with those contacted in the course of the work; and perform the essential functions of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of these classifications are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and frequently lift and carry CPUs, monitors, printers and related equipment weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 07/15

Approved: 
Human Resources/Risk Manager

