**State Classification Job Description**

**Systems Analyst V**

**Salary Group:** B24  
**Class Code:** 0256

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**GENERAL DESCRIPTION**

Performs advanced (senior-level) computer systems analysis work. Work involves coordinating the planning and analysis of user requirements, procedures, and problems to automate processing or to improve existing systems. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Oversees the preparation of charts, diagrams, and tables that depict the present and proposed systems in terms of costs, benefits derived, and tasks accomplished.

Oversees the training of staff prior to the implementation of technical and/or computer systems and offers advice and guidance during the implementation process.

Coordinates and/or participates in the development and execution of enterprise level strategies and technical direction, including establishing processes and procedures for executing and maintaining technology road maps.

Coordinates and/or tests and diagnoses systems to ensure critical requirements are met.

Coordinates the planning, design, development, implementation, support, and maintenance of information technology security measures to safeguard departmental information.

Coordinates studies and the preparation of reports that include study findings, recommendations, and instructions for proposed system implementations; formulates logical descriptions of problems; and devises and implements optimum solutions.

Coordinates projects that cross functional agency systems and other state entities that require coordinating, planning, and scheduling during project development and implementation stages.

Coordinates with users to identify system requirements, develop functional design specifications to meet requirements, and solve complex operational problems.

May assist in developing agency computer operations and management information system plans and budgets.
May write and update computer and mainframe application programs.

May supervise the work of others.

 Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**EXPERIENCE AND EDUCATION**

Experience in systems analysis and design work. Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the limitations and capabilities of computer systems, of the techniques used in the design of nonautomated systems, of information technology equipment, of applicable programming languages, of computer hardware and software, of computer operating systems, of writing program code, and of automated mapping.

Skill in coordinating and solving problems; in developing or revising program code; in scheduling, testing, installing, and implementing programs; and in troubleshooting computer systems.

Ability to analyze systems and procedures, to write and revise standards and procedures, to communicate effectively, and to supervise the work of others.