GENERAL DESCRIPTION

Performs highly advanced (senior-level) computer systems analysis work. Work involves overseeing 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 extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Oversees 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.

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

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.

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

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

Develops and implements strategic planning actions and policy decisions related to the agency’s systems, and makes recommendations concerning the direction of the agency’s computer and management information systems.

Plans and schedules studies and system implementations.
Assists in the development of agency computer operations and management information system plans and budgets.

May write and update computer and mainframe application programs.

May occasionally manage multiple projects.

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 non-automated 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.