



JOB DESCRIPTION

Title	Information Systems Analyst	Created	July 2014
Department	Information Systems	Revised	
Job Class	RU 18	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Exempt

Purpose

To provide a variety of professional data analysis and programming support for county business functions; to design new systems, develop specifications and procedures for programming, testing, installing and maintaining new or modified applications; to develop SQL queries, using tools provided; to perform database administration, including developing and using procedures for normal maintenance and recovery of databases and their current data.

Essential Functions

- Analyze needs, formulate and develop systems or procedures, and implement solutions; complete projects within specific time and budget constraints; provide input on progress reports and document project status.
- Confer with users and departments to analyze current and projected data information needs, resources and system performance; conduct research of new systems and modifications; conduct compatibility studies and cost/benefit analysis and recommend the most cost-effective approach to meet computer system and user department requirements.
- Work with user departments to develop detailed design specifications, definitions, flow charts, diagrams, performance criteria, and testing methods; develop and document operational procedures for data elements and sources; perform systems maintenance, conduct testing and production runs; assist team in providing training and technical guidance to users and staff in the use of new or modified systems and procedures.
- Utilize appropriate software tools and techniques for systems analysis, logic design, applications programming, database management, computer operations, and troubleshooting equipment problems, maintain operational integrity of the computer system.
- Install, configure and implement new third-party vendor database and application program products.
- Assist in the monitoring of day to day operations, performance and space requirements of Microsoft SQL Server and ORACLE enterprise wide databases that operate on county servers; maintain and improve performance and space requirements of databases as requested. Migrate current databases into new database structures when required.



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- Assist in the planning of future development of the county database requirements; assist Central Services management in implementation of required upgrades or replacement of current hardware or database version releases.
- Provide secure environment for databases and processes, establish and enforce security guidelines for protection of computer resources; troubleshoot database problems and find solutions to resolve those problems.
- Assist in maintenance of data integrity with backup, archive and recovery processes; help implement and maintain procedures of disaster recovery, perform database file restoration, prepare.
- Follow all safety rules and procedures established for work area.

Mandatory Qualifications

Knowledge of principles and practices of applications programming adhering to Windows guidelines for software development; Knowledge of systems analysis and design techniques; Knowledge of various software to support application systems; Knowledge of relational databases and data engineering concepts using entity relationship diagramming tools; Knowledge of database management principles and techniques; Knowledge of Microsoft SQL Server and ORACLE database structures, operating principles and characteristics; Knowledge of database tools for administering these databases; Experience with a Windows development tool to create user interface to database information. Experience with report writing tool and SQL programming. Knowledge of operational characteristics of computer hardware and software; Knowledge of data communications.

Ability to communicate effectively both orally and in writing; ability to collect, analyze, evaluate, and prepare recommendations regarding system performance, user needs and requirements; ability to manage multiple projects with conflicting deadlines.

Education or equivalent to a Bachelor of Science – Computer Science / Information Technology, or an Associate’s Degree/equivalent and four years’ experience in programming and client/server application system development.

Desired Qualifications

Experience using a Linux operating system; deploying client/server applications in a network environment; PowerBuilder by Sybase;

Physical Demands

Physical demands are minimal involving infrequent lifting of items over 25 pounds.

Working Conditions

Normal office working environment.



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Supervisory Responsibility

May exercise supervision over assigned technical and administrative support staff as directed.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.