

The Maryland-National Capital Park and Planning Commission

TITLE: Systems Analyst
SERIES: Accounting and Finance

GRADE: I CODE: 2175
DATE: 1/13/88

Class Definition

Under direction, conducts analyses of automated and manual Financial systems to identify problems. Coordinates and works with data processing and department personnel to develop new or to modify existing systems to solve problems. Serves in a leadership role to evaluate existing systems to meet users needs and requirements. Develops policy manual and procedures to communicate with users and management. Designs effective records management systems with emphasis on reports, distribution, use, and control. Participates in the assessment of applicable hardware and software requirements as needed. Performs other related duties as required.

Examples of Important Duties

1. Analyzes information system requirements within an organizational hierarchy and determines the characteristic and nature of information required at each level.
2. Develops systems flowchart to determine information paths and networks. Develops structured methodology to present complex data in a concise and meaningful manner. Investigates problems and recommends changes.
3. Investigates users' requirements or users' problems through fact-finding and fact-analysis methods which include the use of questionnaires, interviews and observation. Develops conclusion and recommendation for solutions and improvements. Presents findings to department personnel.
4. Coordinates with the Data Processing and other personnel in conducting a feasibility analysis to find the best system that will produce the desired performance, including implementation, users review, system-testing, reference manual preparation and personnel training.
5. Designs effective approaches and techniques for input controls, processing controls and output controls which include defining levels of responsibilities. Investigates new or improved coding structures for efficient identification of data and subsequent retrieval.
6. Evaluates the efficiency of various forms for collecting data to serve as source documents and investigate effective techniques for storing, accessing and manipulating these data.

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Examples of Important Duties (Continued)

7. Participates with a system team involving users, programmer analyst and management staff to assist in determining primary considerations in a desirable system.

Important Worker Characteristics

- A. Good knowledge of (1) business and/or public administration; (2) electronic data processing principles and procedures; (3) Systems analysis and design; (4) integrated data base concepts; (5) various administrative and financial software and their applications; (6) telecommunications systems and hardware structures; (7) Commission organization, policies and procedures.*
- B. Ability to (1) communicate effectively both orally and in writing; (2) develop, analyze and evaluate a variety of systems to meet organizational needs; (3) make oral presentations to groups; (4) analyze complex system problems and recommend solutions; (5) organize work efficiently.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree in Business or Public Administration, or Information Systems Management, or a related field, and two years of varied experience in systems analysis and design, systems development, and data processing; or
2. An equivalent combination of education and experience.

Working Conditions

Works in office. Moderate pressure to meet deadlines.