

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB407 Systems Analyst I
POSITION #/TITLE: 2513, 2514, 2515 Systems Analyst I	Adopted: 02-08
	Revised: 10-12

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2513/NB499/Systems Analyst Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs entry-level system analysis, including design for new computer systems and modifications to existing computer systems.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Analyzes users' requests and works with users in the development or modification of computer systems;
 Assists in planning and feasibility/requirements analysis for proposed systems;
 Prepares the format of input and output documents, screens and files to meet the design objective;
 Assists in writing specifications for systems development;
 Prepares detailed program documentation and operating documentation;
 Tests all phases of the computer system to ensure that user needs are met;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Good knowledge of computer systems and analysis of computer programs;
 Good knowledge of systems analytical practices and procedures;
 Good knowledge of the principles of computer programming and of adapting computer processing techniques to meet end-user needs;
 Ability to communicate effectively both verbally and in writing
 Ability to train and instruct others, including systems and user-support personnel;
 Ability to evaluate vendor software for compatibility with city-wide computer systems;

Ability to analyze information requirements and needs, identify problems, provide technical advice and consultation, and insure efficient computer systems utilization;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Information Services, Computer Science or a closely related field; and
Some experience working with computer software, hardware and operations systems related to computer systems; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
MCP (Windows Professional and/or XP, Office) desirable.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility which permits the employee to visit various and other work stations in the City.