

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB405 Systems Analyst III
<b>POSITION #/TITLE:</b> 2520 Systems Analyst III	<b>Adopted:</b> 02-08
	<b>Revised:</b> 03-15

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Information Technology	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 12
<b>Reports To Position #/Job Code #/JC Title:</b> 2513/NB499/Systems Analyst Supervisor	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Performs advanced-level system analysis, including design for new computer systems and modifications to existing computer systems.

<b>Distinguishing Features of the Class</b>
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Some leeway is granted for the exercise of independent judgment and initiative. The Systems Analyst III classification is distinguished from the Systems Analyst I and II by a complexity of assignments and knowledge of systems analyst principals.

<b>Examples of Essential Work (Illustrative Only)</b>
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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.

<b>Required Knowledge and Abilities</b>
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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  
Considerable 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.