

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Systems Analyst I	<u>CLASS NUMBER:</u> 57411	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Data Systems Supervisor (100860)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Systems Analyst I classification is to answer the help desk questions for the county/state systems; assist the developers in aspects/stages of the projects and reports; and create reports.

JOB DUTIES:

Determine requirements for development of new systems or modifications to existing systems. Perform preliminary investigation. Maintain an understanding of current and proposed eligibility and reporting requirements and how they are processed through automated systems. Maintain an understanding of the various management report requirements as relates to the local agency. Performs feasibility studies. Prepare estimates of time, cost, supplies, and personnel. Evaluate and recommend applicable EDP equipment, techniques and programming packages including existing hardware and computer systems. Consult with and advises management personnel on operational system problems.

Design and develop new systems for part of larger complex configuration or systems of basic or intermediate nature. Participate in various internal and external planning committee functions and in the IT Development Team for the purposes of translating eligibility and report requirements into applications and databases modifications. Plan and coordinate maintenance program. Develop solutions to EDP problems and designs corrective systems as necessary. Design software adaptations. Design system test procedures and performs actual, final systems tests.

Establish and maintain user contacts. Prepare user instructions and procedure manuals. Instruct and trains users in operation and functions of new systems. Conduct follow-up studies, review and monitors systems for inadequacies, consulting with users on possible solutions. Assist in all table maintenance changes performed by the administration team. Responds to issues assigned to the team by the help desk. Assist in the cross-training of team members, promotes team participation from fellow team members. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policy and procedures; electronic data processing. Skill in equipment operation. Ability to interpret extensive variety of technical material in books, journals, and manuals; calculate fractions, decimals and percentages; originate instructions and specifications concerning proper uses of machinery; cooperate with coworkers on group project.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in computer science or related field with two (2) years of case management experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date