



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Systems Analyst	Job Code:	7000800	Job Grade:	KM
Reports To:	Assistant Chief	Pos. No:	New	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	2010001	SIC Code:	9311
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	C01

Summary of Functions: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing, to support application systems. Consults with users to identify current operating procedures and to clarify program objectives, writes documentation to describe program development, logic, coding, and corrections, and writes manuals for users describing installation and operating procedures.

Management Scope: May provide supervision for development support staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Reviews, analyzes and evaluates systems and user needs, and writes detailed descriptions and program functions and steps required to develop or modify programs.	30	E
2. Determines impact of business needs upon current system configurations, researches, evaluates, designs and proposes technology solutions; provides document deliverables and processes decomposition diagrams, data models, data flow diagrams, entity relationship diagrams and network diagrams.	15	E
3. Evaluates database design and configuration thresholds, and recommends system improvements as needed. Evaluates and prescribes software routines and procedures to keep resource consumption (CPU cycles, disk read/write processes, network traffic) at a minimum.	15	E
4. Evaluates and prescribes operating efficiencies, including system availability, response time between selected components, data-error checking and data discard rates. Develops and publishes standards and procedures for on-going operations; and provides technical guidance to project teams.	15	E
5. Tests software programs to compare specifications and documentation.	10	E
6. Diagnoses and repairs malfunctions in configurations.	10	E
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of work related experience in systems analyses with multiple programming languages, multiple hardware platforms, operating systems, and database management systems.

Special Requirements/Knowledge, Skills & Abilities:

Must have a working knowledge of relational databases and client-server concepts. Experience with Criminal Justice systems preferred. Knowledge of and a familiarity with current operating systems, advanced server troubleshooting, basic networking and SQL deployed applications. Must pass a background investigation. Required to be on call at all times.

Physical/Environmental Requirements:

Standard office environment. Must be able to visit various off-site locations. Ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

KH: FI2 304 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 588 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 05/06

Approved by Civil Service Commission on

Date 05/15/06

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.