



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior Systems Analyst	Job Code:	7000800	Job Grade:	IT9
Reports To:	Application Support & Development Manager	Pos. No:	TBD	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: Works with technical support and development staff to assist throughout all phases of the Software Delivery Life Cycle (SDLC) as needed. Contributes to and/or reviews documentation surrounding requirements, technical design, and process flows. Works directly with the Application Development Manager, Project Manager, technical resources, and partners to best support business needs. Applies and executes standard business systems analysis and system development theories, concepts and techniques and assists in the development and maintenance of standards and procedures. Interacts with architects and designers to understand software limitations, and participates in software design review. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing, to support application systems.

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. Four (4) 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. Experience writing SQL queries including SSRS reports is highly desirable. Must pass a background investigation. Required to be on call at all times.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

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: FI3: 264 pts., PS: E4 (43%) 115 pts., AC: E2C 115 pts., TTL: 494 pts., KH/PS/AC: 54-23-23, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/15/06; 1/15/2013; 11/2014; 10/19/2015

Approved by Civil Service Commission on

Date 05/15/06;01/15/2013; 8/19/2013; 11/17/2014; 10/19/2015

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.

