Systems Analyst

Class Code:
190-10 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Established Date: Sep 22, 2022
Revision Date: Sep 22, 2022

SALARY RANGE

$27.72 - $38.80 Hourly
$57,657.60 - $80,704.00 Annually

NATURE OF WORK:

This is a professional staff position responsible for developing automated information systems primarily on an IBM iSeries midrange computer system. Work involves analyzing a department's information needs; defining computer applications; database design; writing, testing and debugging programs; instructing personnel on application and computer use; and creating system and user documentation. Assignments are completed working independently or as the leader of a team project. Work is performed under the general supervision of the Lead Systems Analyst.

JOB FUNCTIONS:

• Analyzes the information processing needs of City departments and recommends solutions to satisfy those needs.

• Develop an expert level understanding of City business systems and their technologies.

• Assist more junior level programmer analysts with complex business problems and solutions.

• Provide production support of core business systems.

• Develops project time estimates and status reports.

• Develops the programs, files, forms, reports and flow charts necessary for new or modified systems.

• Tests, debugs and documents new or modified programs and systems

• Performs computer operations as necessary during the course of system development or message handling.

• Provides user support for applications, software or hardware to include instructional assistance, error handling, and correction.

• Instructs personnel on the use of new or enhanced system applications including computer or terminal operation.

• Grants application and data access authority as directed by policy or supervisor.

• Creates ad hoc reports using query type languages.

• Identifies appropriate data and programs that need to be included in the computer backup procedures.

• Completes appropriate training on new application development tools and computer technology.

• Corrects equipment operating problems or reports them to appropriate internal or external personnel.

• Modifies vendor supplied applications or utility software as directed.

• Acts as a liaison with software vendors, developers and support groups.

• Prepares any data or documentation authorized for release to the public.

• Participates in Information Technology on call procedures.

• Works on special projects as assigned.

REQUIREMENTS OF WORK:

Bachelor's degree in Computer Science or related field, six to eight years computer programmer/analyst experience, or any equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

• Comprehensive knowledge of information processing, systems design, and computer programming in an appropriate programming language.

• Ability to apply training received in the use of new development tools and technology.

• Ability to develop systems, programs, forms, reports and flow charts.

• Ability to operate computers and related hardware and instruct people in their use.

• Ability to lift 25 pounds.

• Ability to maintain confidentiality.

• Ability to establish and maintain effective working relationships with other employees and the public.

• Ability to lead team projects and work effectively in a team setting.

• Ability to understand and carry out complex oral and/or written instructions.

• Ability to work effectively with minimal supervision and conform to deadlines.

• Ability to sustain prolonged visual concentration.

• Ability to communicate effectively both orally and in writing.

• Ability to work occasional nights or weekends.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click here

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Systems Analyst
REVISED DATE: August 2014
REVIEW DATE: August 2014

N = Never
O - Occasionally: 1 to 33% of the time on job
F - Frequently: 34 to 66% of the time on job
C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS

		N	O	F	C
1.	Standing	☐	☒	☐	☐
2.	Walking	☐	☒	☐	☐
3.	Sitting	☐	☐	☐	☒
4.	Lifting: Light - max. 10 lbs.	☐	☒	☐	☐
5.	Lifting: Moderate – max. 25 lbs.	☐	☒	☐	☐
6.	Lifting: Heavy to moderate – max 45 lbs.	☒	☐	☐	☐
7.	Lifting: Heavy – max. 65 lbs	☒	☐	☐	☐
8.	Carrying est. wt. 20#	☐	☒	☐	☐
9.	Pushing est. wt. 30#	☐	☒	☐	☐
10.	Pulling est. wt. 30#	☐	☒	☐	☐
11.	Pulling hand over hand	☒	☐	☐	☐
12.	Climbing stairs	☐	☒	☐	☐
13.	Climbing, use of legs and arms	☒	☐	☐	☐
14.	Balancing	☒	☐	☐	☐
15.	Stooping	☐	☒	☐	☐
16.	Kneeling	☐	☒	☐	☐
17.	Repeated bending	☒	☐	☐	☐
18.	Crawling	☒	☐	☐	☐
19.	Reaching: ☐ high ☐ low ☒ level	☐	☒	☐	☐
20.	Repetitive finger movement	☐	☐	☐	☒
21.	May use hands for grasping	☐	☐	☒	☐
22.	May use hands for manipulation	☐	☒	☐	☐
23.	May use hands for twisting of wrist	☐	☒	☐	☐
24.	May use hands for flex/ext of wrist	☐	☒	☐	☐
25.	May use hands for reaching	☐	☒	☐	☐
26.	May use hands for overhead work	☒	☐	☐	☐
27.	Repetitive twisting or pressure involving wrists or hands	☐	☐	☐	☒
28.	Both hands required	☐	☐	☐	☒
29.	Both legs required	☐	☒	☐	☐
30.	Ability of rapid mental/muscular coordination simultaneously	☐	☐	☒	☐
31.	Oral communication: speaks clearly in ☐ Spanish ☒ English ☐ Hmong ☐ Other:	☐	☐	☐	☒
32.	Hearing-conversation	☐	☐	☐	☒
33.	Intense visual concentration	☐	☐	☐	☒
34.	Specific visual requirements	Near: ☒		Far: ☐	
35.	Depth perception	Yes ☒		No ☐	
36.	Color vision: Distinguish basic shades	Yes ☒		No ☐	
37.	Color vision: Distinguish basic colors	Yes ☒		No ☐	
38.	Operation of crane, truck or motor vehicle	Yes ☐		No ☒	
39.	Other:				

B. WORKING CONDITIONS

		N	O	F	C
1.	Outside	☒	☐	☐	☐
2.	Alternating between Outside and Inside	☐	☒	☐	☐
3.	Heat between 90 – 100 degrees	☒	☐	☐	☐
	Heat over 100 degrees	☒	☐	☐	☐
4.	Cold below 55 degrees	☒	☐	☐	☐
5.	Temperature changes: ☐ excessive ☐ frequent	☒	☐	☐	☐
6.	Wetness	☒	☐	☐	☐
7.	Dry atmospheric conditions	☐	☒	☐	☐
8.	Confined spaces	☒	☐	☐	☐
9.	Heights (list maximum:)	☒	☐	☐	☐
10.	Constant noise above 85 decibels	☒	☐	☐	☐
11.	Intermittent noise above 85 decibels	☐	☒	☐	☐
12.	Vibration	☒	☐	☐	☐
13.	Fumes: ☐ Irritant ☐ Toxic	☒	☐	☐	☐
14.	Dust: More than nuisance	☒	☐	☐	☐
15.	Gases: Types:	☒	☐	☐	☐
16.	Chemicals: Types:_____	☒	☐	☐	☐
17.	Grease and oils Types:_____	☒	☐	☐	☐
18.	Working with machinery with moving parts	☒	☐	☐	☐
19.	Working with moving vehicles	☒	☐	☐	☐
20.	Working with ladders/scaffolding	☒	☐	☐	☐
21.	Working below ground	☒	☐	☐	☐
22.	Working with hands in water	☒	☐	☐	☐
23.	Working alone	☐	☒	☐	☐
24.	Work intensity: ☒ sedentary ☐ light ☐ light/medium ☐ medium ☐ heavy Hours/day:8 Days/week:5 Days overtime/week				