

**Lane Council of Governments
Job Classification**

Job Title:	Principal Systems Analyst	FLSA Status:	Exempt
Division:	Administrative Services	Range:	28
Reports To:	Information Systems Manager	Last Revised:	June 2005

General Statement of Duties

Meets with users and performs systems analysis and design, programming, testing, documentation and maintenance of assigned systems to provide efficient and accurate data processing services. Performs Data Modeling and Analysis functions too complex or demanding for less senior staff.

Supervision Received

Work is performed under applicable policies, guidelines, and managerial direction. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided. Work often demands independent judgment.

Supervision Exercised

None.

Resource Responsibility

Moderate monetary responsibility. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Substantial responsibility for maintaining applications, hardware and software related to development.

Considerable responsibility for agency data storage and retrieval systems.

Technical support responsibility for applications and databases.

Essential Job Functions

Acts as a primary technical lead person for the agency's information systems.

Performs detailed systems analysis and design for assigned data processing problems; meets with users to discuss project; develops forms and procedures for data collection, methods of updating and error correction, functional program design, report definitions and production control procedures; designs and codes programs using structured programming techniques.

Prepares test data, conducts detailed program tests, and organizes parallel system tests.

Implements program changes in response to requests for additional system capabilities; determines user needs and required program changes; coordinates changes with other affected users.

Prepares and maintains program, control and run documentation according to established procedures.

Prepares time estimates of proposed projects.

Provides technical expertise by maintaining a current knowledge of the Council's hardware and software environment.

Serves as member of project team to select hardware, systems software and application software for use by Council staff.

Conducts training sessions for staff and users to share knowledge gained from vendor provided training or from professional experience.

Provides expertise and assistance in maintaining reasonable security for systems, ready file access, effective database or data communications administration.

Provides complex software support.

Provides expertise, assistance in maintaining security for systems, file access and server administration.

Performs research to keep in touch with industry technology standards for software, platforms, etc.

Plans, consults, researches, programs, installs, and maintains systems.

Diagnoses and resolves complex hardware and/or software problems which impact the network.

Evaluates, tests and implements new equipment.

Analyzes, recommends and implements security plans and user policies.

Performs system administration functions as required, including but not limited to: software installation and upgrades; user account administration; file security; performance monitoring; troubleshooting.

Other Job Functions

Provides back-up support to other positions in case of absence or work overload.

May provide guidance, assistance, and training to information services and other staff.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment.

Knowledge, Skills, and Abilities

Considerable knowledge of methods, practices and techniques of systems analysis.

Considerable knowledge of computer programming using a variety of languages and structured programming methods.

Considerable knowledge of hardware capabilities and a wide variety of software applications.

Considerable knowledge of methods, practices and techniques of relational database modeling.

Ability to communicate effectively with other employees using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to ascertain user needs.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to understand and utilize complex data processing programs and systems.

Ability to estimate time required for projects.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors and representatives of other agencies.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree in computer science, geography, or related field, plus five years progressively responsible experience analyzing and programming data processing systems. Also requires five years of experience with programming and analysis, maintenance, and design of systems; and three years of experience with application development technologies; or any combination of

education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.