PRINCIPAL SYSTEMS ANALYST

Group-Section: Business Technology Group - Business Services Section	**FLSA Status:** Exempt **Bargaining Unit:** MAPA	**Salary Grade:** 054 **Job #:** 223

JOB SUMMARY

Serve as a technical expert in systems design, development, and implementation of key corporate systems. Ensure the performance of or perform modifications to existing systems. Evaluate and analyze current business operations and develop information resources to meet current and future management information requirements. Identify timely, well-planned, and integrated solutions for Metropolitan's corporate business needs.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Develops standards for system development projects including methodology, deliverable templates, and project management performance measurements; and supervises the development of models prepared by staff programmers or outside consultants.

2. Researches organizational procedures of the work environment to be impacted by new systems; and performs detailed analyses of current systems. Develops new work processes and procedures; and participates in re-engineering efforts to ensure optimum use of new information technologies.

3. Prepares Request for Proposals and contracts; manages the consultant selection process. Negotiates, administers, and monitors contract agreements for outside consultant work. Ensures that vendor and consultant deliverables are in compliance with contractual terms; and reviews purchase requisitions and approves vendor invoices.

4. Participates in resolving operational issues associated with new information technology such as a client and server computing environment to maintain efficient operations.

5. Assists in the preparation of the division's annual business plan to ensure that activities in area of expertise support organizational mission, goals, and objectives.

6. Performs research on the work procedures of the organizations that will be effected by new or changed systems by analyzing the current systems. Identifies key functions needed in the system, what information the system needs to contain, how the information should look, and where to retrieve it from.

7. Identifies implementation milestones and deliverables. Provides system tasks, documents what is in the package, coordinates with end users and programmers to incorporate needed functionality of the system, and ensures that it is compatible with the existing system.

8. Coordinates with others to conduct tests on the new systems to ensure that it is working correctly. This involves having them run through various fields and input information while monitoring and documenting to ensure that the system is performing correctly.

9. Works with vendor and programmers to develop a model of the system to try it out in a test environment. Identifies and documents areas that are working correctly. Works with the programmers to build the guidelines, rules, and necessary information into the model. Reviews components of the project plan to ensure that the desired outcome is achieved.

10. Conducts presentations and training sessions on new systems or changes on an existing system. This is done by showing a working model of the systems to demonstrate how it works. Gathers feedback and determines if any additional changes to the system need to be made.

11. Performs analysis of system to identify any conflicts with existing systems. Documents conflicts and works with vendors and programmers to resolve.

12. Ensures that deliverables from vendors are consistent with agreed upon terms of the contract. Verifies that costs are accurate based on contract and works with vendors to obtain information on enhancements and relays information to unit manager for approval.

13. Provides budget information to team manager regarding cost and schedule changes related to the various phase of the projects.

14. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university majoring in computer science, management information systems, mathematics, business administration, or a related field and six years of progressively responsible experience in systems development and implementation, of which two years must have been at the supervisory or project management level; or a combination of education and progressively responsible experience in systems development and implementation totaling ten years, of which two years must have been at the supervisory or project management level.

Required Knowledge of: Information systems technology and system and application development concepts and techniques; management and supervisory concepts and techniques; project management; budgetary concepts and procedures; concepts and procedures related to area of expertise; and standard internal and external information systems practices related to area of expertise.

Job Title: Principal Systems Analyst
Job Code: 223
Adopted: 4/27/05
Revised: 04/01/12
Supersedes: 4/27/05
Page: 2

Required Skills and Abilities to: Manages a diverse workforce; manages complex systems development projects; uses specialized computer and related equipment; and conduct complex problem-solving related to area of expertise. Prepares and delivers clear, concise, and well-organized presentations to a variety of audiences having varying levels of technical knowledge. Spends prolonged hours working at a computer terminal requiring attention to detail. Prepares a variety of comprehensive administrative and technical documents and reports.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates
- None

Licenses
- Valid California Class C Driver License

Registrations
- None

DESIRABLE QUALIFICATIONS
None

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

Job Title: Principal Systems Analyst
Job Code: 223
Adopted: 4/27/05
Revised: 04/01/12
Supersedes: 4/27/05
Page: 3