CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**INFORMATION SYSTEMS ANALYST IV - 1926**</u>

NOTE: formerly SUPERVISING DATA SYSTEMS COORDINATOR

<u>**DEFINITION**</u>**:**

Under direction, to supervise professional information systems personnel responsible for developing, testing, implementing, and modifying a wide variety of complex distributed information systems; and to perform related work.

* <u>**EXAMPLES OF DUTIES**</u>**:**

- Manages the acquisition, development, implementation, and on-going maintenance of information systems;
- Provides hardware/software technical support to end-users in the day-to-day operation of systems;
- Directs the review and evaluation of a variety of requests to automate manual procedures;
- Evaluates recommendations of subordinates justifying and prioritizing new systems and applications development and/or software and hardware enhancements;
- Performs research to identify hardware and/or software capable of meeting a requirements specification;
- Directs the testing, implementation, and integration of data systems;
- Coordinates the generation of specialized statistical and operational reports;
- Develops department data processing policies and procedures;
- Establishes automation goals and service delivery plans that are consistent with department objectives and develops related policies;
- Performs business process analysis and modeling;
- Ensures the proper development and integration of new systems within the department;
- Serves as the department representative on City-wide and inter-agency committees;
- May manage outside vendor and consultant staff;
- May participate in the most complex system analysis, design, testing, and implementation work;
- Prepares and presents reports;
- Trains and rates the performance of subordinates.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

* <u>**EXAMPLES OF DUTIES**</u> performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: https://www.governmentjobs.com/careers/sandiego/classspecs.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** four years of recent full-time professional level information systems planning management experience (within the last 6 years). Two years of qualifying experience must be at a level equivalent to the City of San Diego's classification of Information Systems Analyst II (a position that coordinates the development, testing, implementation, and modification of complex department information systems; provides hardware/software technical support to end-users in the day-to-day operation of systems; and supervises technical support personnel). Qualifying experience must include all of the following: information systems management; information systems procurement; information systems project management; business process analysis and modeling; providing technical assistance to users on major computer systems; and evaluating and analyzing organizational, procedural, and cost information and making recommendations based on these factors for the development or modification of systems. Possession of a valid California Class C Driver's License.