

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INFORMATION SYSTEMS ANALYST III

NOTE: Formerly SENIOR DATA SYSTEMS COORDINATOR

DEFINITION:

Under direction, to coordinate the development, testing, implementation and modification of the most complex department information systems, utilizing in-house staff, San Diego Data Processing Corporation or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems; to lead the activities of other professional and sub-professional information systems personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Information Systems Analyst series. This class is distinguished from Information Systems Analyst II and Information Systems Analyst I in that Information Systems Analyst III's are responsible for performing the most complex and responsible automated information system work, and/or for leading the activities of professional data systems staff. Positions not performing lead duties are expected to be technical specialists in a range of complex customized applications which may span several distinct hardware platforms or operating systems. Reliance on outside technical expertise or resources is more limited than at the journey-level.

* **EXAMPLES OF DUTIES:**

- Reviews and evaluates a wide variety of requests to automate manual procedures;
- Defines user requirements for a large number of unrelated functions;
- Performs cost/benefit analysis for new systems to be developed;
- Justifies and prioritizes system development and/or software and hardware enhancements;
- Analyzes the impact of new automation on existing systems;
- Coordinates and participates in the analysis, design, and implementation of new systems;
- Ensures the integration of new systems with other department and City-wide systems;
- Reviews and recommends changes in existing and proposed systems to reduce duplication of effort, resolve conflicts in system requirements, and broaden the potential application of systems;
- Compiles and maintains system documentation;
- Troubleshoots problems on the most complex information customized hardware and software, and recommends and coordinates their resolution;
- Generates a variety of specialized statistical and operational reports as requested;
- Participates in the development of the goals, objectives and service delivery plans for information systems programs within the department;
- Provides technical interpretation to department management and operational interpretation to the San Diego Data Processing Corporation staff and private computer vendors to resolve complex systems/procedures problems;
- Coordinates the development of hardware and applications training programs;
- Prepares, monitors, and analyzes the department's data processing budget;
- Reviews new technology to determine suitability for department use; represents the department on a variety of committees;
- Leads the work of professional personnel including outside vendors and may supervise sub-professional technical and support personnel in a variety of information systems activities;
- Maintains files and records;
- Prepares and presents reports.

MINIMUM QUALIFICATIONS:

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 recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** three years of increasingly responsible Information Systems Planning Management experience (within the last 6 years), one year of which must have been equivalent to the City of San Diego's classification of Information Systems Analyst II. Qualifying experience must include all of the following: information systems management, procurement, project management, systems design and analysis, providing technical assistance to users on major computer systems, evaluating and analyzing organizational, procedural and cost information, and making recommendations based on these factors for the development or modification of systems.

- * **EXAMPLES OF DUTIES** 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.