

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**INFORMATION SYSTEMS ANALYST III - 1349**

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 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 IIIs 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;
- Provides hardware/software technical support to end-users in the day-to-day operation of systems;
- 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;
- Performs research to identify hardware and/or software capable of meeting a requirements specification;
- 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;

\* **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.

- 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 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;
- Performs business process analysis and modeling;
- 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 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** three years of full-time professional-level information systems planning management experience (within the last six years). One year of qualifying experience must be at a level equivalent to an Information Systems Analyst II with the City of San Diego (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 to provide recommendations for the development or modification of business systems.