

Job Posting Preview

Requisition ID: 36000199-51187838-20100510115942

Working Title: SYSTEMS ANALYST I

Broadband Class Level: SYSTEMS ANALYST I

Broadband/Class Code: 312512

Position Number: 36000199

Annual Salary Range: \$ 42,388.08 - \$74,753.88

Announcement Type: Open Competitive

Job Classification: Lottery Exempt

Pay Grade/Pay Band: 31120

Closing Date: 8/11/2010

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 904-636-2627. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.

THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS' AND SPOUSES OF VETERANS' MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS

****Preference will be given to candidates with experience in the installation, administration and maintenance of client/server hosted operating systems, specifically Microsoft Windows Server operating systems and related Microsoft applications.****

****The desired candidate will have experience in the administration of Microsoft Active Directory with group policy management, System Management Server, SQL Server, SharePoint Sever, Exchange Server 2003 or higher, and Blackberry Enterprise Server. LAN-Wan administration will also be an added plus. ****

General Description

Positions allocated to this class perform work involving the analysis, development, design, and implementation of comprehensive information resource management systems in either an application development environment or a systems and network support environment.

Examples of Work Performed (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists in planning for the development of large integrated management information systems

Analyzes agency data requirements and effect of interactive computer systems

Creates and maintains descriptions for data users and resources

Works in coordination with programmers, programmer/analysts, and other data processing personnel on procedures related to new or existing data files

Consults with supervisors and administrators on management information systems and information resource requests to identify needed resources and potential approaches to problem solutions

Develops and documents standards for use, control, updating, and maintenance of data bases

Establishes and maintains databases used for testing and production

Establishes and maintains database dictionaries

Develops security and control procedures for databases including recovery and back up procedures

Prepares systems plans, reports of recommendations, and information system requirement specifications

Recommends priorities for systems development

Analyzes and evaluates user requests for new or modified systems and develops cost analysis

Knowledge, Skills, and Abilities (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

Knowledge of the principles, practices, and techniques of computer programming and systems analysis

Knowledge of mathematics

Knowledge of computer operation procedures and systems

Knowledge of computer programming languages

Ability to process information logically

Ability to design programs and systems logic

Ability to prepare program specifications

Ability to code, test, and debug computer programs

Ability to interpret technical information relating to computer programming and other areas of data processing

Ability to perform mathematical calculations

Ability to communicate technical data processing information effectively

Ability to establish and maintain effective work relationships with others

Minimum Qualifications

A bachelors degree from an accredited college or university and thirty (30) months of professional experience in computer systems analysis, computer programming, and/or information resources management, eighteen (18) months of which must have been in an analyst capacity, or

A bachelors degree from an accredited college or university in computer science or management information systems and two (2) years of experience in an analyst capacity, or

A masters degree from an accredited college or university in computer science or management information systems and one (1) year of experience in an analyst capacity, or

An associates or higher level degree from an accredited college or university, completion of an 18 credit hour certificate or an equivalent program of study in computer programming from an accredited community or junior college, and three (3) years of professional experience in computer systems analysis, computer programming, and/or information resources management, two (2) years of which must have been in an analyst capacity, or

Completion of a 1440 classroom hour or equivalent program of study at an accredited vocational/technical school in computer programming and three (3) years of professional experience in computer systems analysis, computer programming, and/or information resources management, two (2) year of which must have been in an analyst capacity.

Experience in computer systems analysis, computer programming, and/or information resources management may be substituted on a year for year basis for the required college education.