

CITY OF BURBANK

INFORMATION SYSTEMS ANALYST II

DEFINITION

Under general supervision, provides a full range of information systems analysis and design functions; defines and analyzes requirements and business functions; defines functional system specifications; tests and coordinates the implementation of new application systems and/or revisions to existing systems, and performs other related work as required.

ESSENTIAL FUNCTIONS

Identifies and confirms user requirements, identifies and conducts meetings with users/stakeholders including focus group discussions and information gathering interviews; identifies core business processes; analyzes, designs, tests, and implements programs including commercial off-the-shelf (COTS) applications, complete systems, or components/modules of a complex system; performs GAP analyses; performs workflow analysis; defines project scope and objectives; monitors existing application systems and exercises change management procedures; performs user walkthroughs and documentation; evaluates impact, size, cost, benefits, constraints, risk, and options and obtains user approval; develops systems design documents for new applications and/or enhancements; ensures continuity of system requirements; prepares detailed specifications for new systems including application design, scope, boundaries of the system, logical data model and specifications, user interfaces, systems access controls, forms and reports, audit trails, balance control requirements, backup and archival requirements, implementation, conversion, training, and test plans; performs ongoing analysis and design/maintenance of application programs; participates in the development and monitoring of specific project plan components; performs software and systems testing and debugging, including developing test scenarios; develops and manages test documentation and schedules; maintains and supports existing applications; prepares technical systems documentation and user manuals; monitors contractor compliance; monitors systems compliance with policies, procedures, guidelines, plans and standards; performs analysis and resolution of application problems; prepares hardware and software specifications; participates in the development and review of RFPs, RFQs, Statements of Work, and Advance Planning Documents; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of – SQL and PL/SQL language; Oracle Discoverer; structured system design and business functions; requirements analysis and document findings; industry standard application development methodologies and analysis tools.
- Ability to - train others in the implementation and use of application systems; develop technical and user documentation; perform problem identification and resolution; listen, comprehend, and communicate program specifications effectively; perform assigned tasks quickly and accurately; follow oral and written directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in Computer Science or a closely related field and one year of experience at the level of an Information Systems Analyst I or two years of experience in information systems analysis and design.

Special Conditions & Requirements: The physical ability to lift computer equipment up to 20 pounds, physically perform sedentary to light work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminals/computers.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a current industry recognized certification (to be determined at the time of recruitment) may be required at the time of appointment.

SUPPLEMENTAL INFORMATION

None.