

CITY OF BURBANK

INFORMATION SYSTEMS ANALYST I

DEFINITION

Under immediate supervision, defines and analyzes requirements and specifications for systems; tests systems and monitors application systems; performs routine and basic information systems analysis and design; and performs other related work as required.

ESSENTIAL FUNCTIONS

Identifies and confirms user requirements for new systems and system enhancements; identifies and conducts meetings with users/stakeholders including focus group discussions and information gathering interviews; identifies core business processes; monitors application systems functionality; performs workflow analysis, defining scope and objectives; performs user walkthroughs and documents users' requirements; gathers information used to determine system feasibility; develops systems design documents for new applications and enhancements; acts as a liaison between the end-user and the Senior Application Developers; maintains application programs; develops project plans; performs software and systems testing and debugging; assists in the development and management of test documentation and schedules; assists in the preparation of technical systems documentation and user manuals; monitors contract compliance; monitors systems compliance with established Information Technology policies, procedures, guidelines, plans, and standards; installs software; assists in the preparation of hardware and software specifications; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of – SQL and PL/SQL language; Oracle Discoverer; structured system design and business functions; requirement analysis and document findings; industry standard application development methodologies and analysis tools.
- Ability to - listen, comprehend, and communicate program specifications effectively; utilize the fundamental concepts, practices, and procedures of information systems analysis and design; utilize basic systems design techniques and tools employed in the Information Technology environment; 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 college work from an accredited college or university in Computer Science or a closely related field and one year of experience in information systems analysis and design.

Special Conditions & Requirements: The 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.