

ANALYST, IS
FLSA: Exempt
Grade 26 \$48,538.32 - \$77,661.31



GENERAL DEFINITION

Responsible for the support and maintenance of the systems supported by the IS team. Serves as a technical point-of-contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. Supports upgrades, patches, testing and other technical projects as assigned. Work is performed under general supervision with minimal latitude for the use of initiative and independent judgment based on professional education and previous experience.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation.
- Serves as a key liaison with third parties and other stakeholders (e.g. payroll).
- Provides support for Information Systems including, but not limited to, researching and resolving Information Systems problems, unexpected results or process flaws; performs scheduled activities; recommends solutions or alternate methods to meet requirements.
- Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools; assist in development of standard reports for ongoing customer needs.
- Helps maintain data integrity in systems by running queries and analyzing data.
- Assists in the review, testing and implementation of system upgrades or patches; collaborates with functional and technical staff to coordinate application of upgrades or fixes.
- Maintains system tables; documents process and results.
- Develops user procedures, guidelines and documentation
- Trains others on new processes/functionality; trains new system users.

ANALYST, IS
FLSA: Exempt
Grade 26 \$48,538.32 - \$77,661.31

- Maintains awareness of current IS trends; continuously increases both business process knowledge and application/tools knowledge.
- Participates in user group meetings/conferences.
- May provide overall project management for a given initiative.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of business processes and data, including procedures in order to ensure correct implementation.
- Knowledge of HRIS database design, structure, functions and processes.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to manage multiple priorities to ensure that deadlines are met.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in computer science or related field; supplemented by two (2) years IS/computer system experience.

PREFERRED

CompTIA Network + or equivalent experience

CompTIA Security + or equivalent experience

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

ANALYST, IS
FLSA: Exempt
Grade 26 \$48,538.32 - \$77,661.31

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date