

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: SYSTEMS ANALYST

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To be responsible for technical work in the development and maintenance of existing computer systems.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Masters degree from an accredited college or university is preferred. Bachelors' degree from an accredited college or university required, with emphasis in Computer Sciences.
2. Years of experience in field: With the Bachelor's degree, minimum of two years of successful work experience in data system programming and/or system analysis in an IBM environment; or, with the Masters, a minimum of one year of programming/analysis experience.
3. Special skills or abilities related to position: Experience with IBM DOS, CICS, SQL, CSP, QMF, and VM/VSE preferred. Experience in the Florida Community College System preferred. Experience with applications using mainframe to microcomputer linkages preferred.

#### ESSENTIAL JOB FUNCTIONS:

1. Participate in design and implementation of management information systems.
2. Assist in maintenance of work products and systems.
3. Supervise operation of major routines.
4. Assist in training users in data input, data retrieval, and report interpretation.
5. Design and provide trouble-shooting for complex batch and on-line systems.
6. Supervise programmers who participate in coding of the systems.
7. Assist in developing definitions of input and output elements.
8. Ensure user satisfaction with the solution of identified problems and ensure that solutions are in conformance with departmental standards.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Light (up to 15 pounds) lifting and carrying.
- Walking.
- Standing.
- Sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Chief Information Officer