



## Systems Analyst

**Job Code:** 5051

**Salary Grade:** S09

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Responsible for defining and analyzing current system problems to find any flaws or inefficiencies. Creates solutions to resolve all issues and ensures long-term effectiveness and discusses with management.

- Evaluates current IT systems, including hardware, software, and network features.
- Communicates with management and employees to determine system requirements.
- Plans new systems that address any issues with the current systems.
- Prepares cost-benefit analysis reports for all proposed upgrades.
- Collaborates with the IT team to implement a plan.
- Tests the new systems to validate it is working as expected. Resolves issues and ensures solutions are viable and consistent.
- Creates training processes and documentation to teach others how to use new systems. Conducts reviews of the system and generates reports on efficiencies and improvement areas.
- Keeps up to date with the latest developments in information systems.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 60 months related experience.

**Experience:**

Required: 12 months experience as a Systems Analyst or in a similar position.

**Certifications or Licenses:**

- None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Working knowledge of data modeling and data visualization tools
- Ability to work in stressful situations and tight deadlines
- Ability to critically think
- Analytical and problem-solving skills
- Ability to communicate verbally and in writing
- Ability to work independently and as a team member

### Working Conditions

**Physical:**

Sit for prolonged periods of time. Ability to engage in repetitive motion. Manual dexterity. Communicate effectively and listen.

**Environmental:**

Office Work Environment.

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