City of Chesapeake	Job Class Title: Systems Analyst III

Job Class Code: 1359	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the job classification (class) is to provide highly responsible analysis of complex information systems for adaptation to electronic data processing and to supervise and coordinate the activities of multiple project teams and project leaders. The job class assists in the functional technology-related administrative activities of departmental business units as assigned. The job class works within broad policy and organizational guidelines and performs related work as required. This job class provides the lead business IT analysis, assessments, project oversight, and cost analysis; assists with budget creation and implementation to the assigned City organizations.

ESSENTIAL TASKS

- Supervises others including interviewing and selecting or recommending selection; training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination of staff.

- Coordinates the activities of a minimum of two project teams; assigns and monitors duties, schedules work and educational assignments to ensure adherence to established project deadlines.

- Develops capabilities of junior staff in the areas of research, technical problem solving, and design of complex systems, and performs formal and informal training as needed.

- Reviews systems designs, documentation, and departmental standards as directed for accuracy, timeliness, and completeness.

- Analyzes user requests for new or improved computer information systems; researches current technologies in computer systems and conducts feasibility and cost comparisons to recommend solutions to user problems or needs.

- Monitors trends and new developments in computer information systems technology and assists in development of Requests for Proposals, Statement of Work, policy and procedures, and plans for computer information system operations.

- Oversees or performs administrative functions such as maintaining hardware and software inventories or other records, assisting with budgets, monitoring materials and expenditures, ordering hardware, software, materials and supplies, compiling and preparing specifications for new systems, maintaining system documentation, conducting studies, and preparing reports.

- Attends or conducts staff or training meetings to exchange information; attends or schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills; serves on committees and boards engaged in computer information systems activities.

- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place, or sequence of operations or activities based on analysis of data or information, and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, and information system practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.

Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training, and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems requiring continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, clients, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in computer science or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this job class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with the City's Driving Standards. As applicable, Information Technology based positions must meet requirements specified in Criminal Justice Information System (CJIS) policy for access to the Virginia Criminal Information Network (VCIN).
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a job class specification and not an individual position description. A job class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a job classification.

Revised 07/01/2020