

I. EDP Systems Analyst Series

EDP Systems Analyst I
EDP Systems Analyst II
EDP Systems Analyst III
EDP Systems Analyst IV

II. SUMMARY OF SERIES:

Incumbents of positions in this series analyze procedures and problems to refine data and convert it to programmable form for electronic data processing; confer with users to ascertain specific output requirements, such as types of breakouts, degree of data summarization, and format for management reports; and perform related work as required.

The basic purpose of this work is to develop computer applications by which subject-matter processes can be organized.

III. ORGANIZATIONAL LEVELS:

EDP Systems Analyst I is the entry-level professional job in this series.

EDP Systems Analyst II is the first-level supervisory job in this series.

EDP Systems Analyst III is the second-level supervisory job in this series.

EDP Systems Analyst IV is the third-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Analyzes requests for new or modified electronic data processing systems by reviewing written materials and consulting with users, technical personnel, vendors, etc. in order to assess user needs and to determine feasibility of converting manual systems into a form acceptable for electronic data processing; recommends acceptance or rejection of user requests.

2. Designs systems and/or programs to accommodate user needs and existing hardware capabilities by gathering data through observation, consultation and review of written material; by determining objectives of the system or program and the steps needed to achieve those objectives; by preparing system or program specifications; and by encoding programs using applicable computer language.

3. Composes systems or program documentation including flow charts, file layouts, input/output documents, program narratives, etc.

4. Tests systems and/or programs by preparing test plans and data, conducting test runs, reviewing both input and output data for accuracy and validity, determining causes of program/system failure, and making necessary changes to ensure the validity of the system or program prior to actual implementation.

5. Participates in the activities required for the operation and maintenance of systems by recommending changes and corrections to provide for new needs of users.

6. Implements approved systems and/or programs including run streams, file retention cycles, error recovery procedures, etc; determines type and number of devices needed for production runs; determines appropriate response to error conditions; verifies data entry and reviews printouts for errors and completeness; and consults with users, technical personnel and vendors to identify and resolve problems or to notify of existing or potential problems.

7. Performs related duties such as operating remote terminals and other data entry equipment and attending seminars, training and professional meetings to keep up to date with developments in the profession.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

EDP Systems Analyst I:

Incumbents of positions at this level also:

1. Operate and monitor computers.

EDP Systems Analyst II:

Incumbents of positions at this level also:

1. Select tapes, card decks and disks according to schedules and requirements.
2. Make changes to systems or programs to improve performance.
3. Prepare reports to clarify or expand upon normal computer output.
4. Research statistical reference materials to determine most suitable method for analysis of data.

EDP Systems Analyst III:

Incumbents of positions at this level also:

1. Schedule stages of software systems development including such things as structured walk-throughs, program team assignments and others.
2. Train agency personnel or students on-the-job.

5. Participates in the activities required for the operation and maintenance of systems by recommending changes and corrections to provide for new needs of users.
6. Implements approved systems and/or programs including run streams, file retention cycles, error recovery procedures, etc; determines type and number of devices needed for production runs; determines appropriate response to error conditions; verifies data entry and reviews printouts for errors and completeness; and consults with users, technical personnel and vendors to identify and resolve problems or to notify of existing or potential problems.
7. Performs related duties such as operating remote terminals and other data entry equipment and attending seminars, training and professional meetings to keep up to date with developments in the profession.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

EDP Systems Analyst II:

Incumbents of positions at this level and higher also:

1. Select tapes, card decks and disks according to schedules and requirements.
2. Make changes to systems or programs to improve performance.
3. Prepare reports to clarify or expand upon normal computer output.
4. Research statistical reference materials to determine most suitable method for analysis of data.

EDP Systems Analyst III:

Incumbents of positions at this level also:

1. Schedule stages of software systems development including such things as structured walk-throughs, program team assignments and others.
2. Train agency personnel or students on-the-job.
3. Determine flow of data in relation to data sets, input/output devices, spool allocations and time requirements.
4. Determine amount of computer time, core size, and number devices required to process production requests.
5. Evaluate computer programs to ensure compliance with standards.
6. Estimate the time, equipment and staff requirements for current or proposed systems or projects.

7. Research statistical reference materials to determine most suitable method for analysis of data.
8. Apply statistical methods to raw data and interpret results.
9. Confer with staff to determine sources, status of runs, allocation of hardware resources, etc.

EDP Systems Analyst IV:

Incumbents of positions at this level also:

1. Prepare EDP unit budget requests and supporting documentation for agency approval and inclusion in final budget.
2. Schedule duty rosters and ensure that all duty stations are properly staffed.
3. Act as consultant to data processing personnel of other agencies or departments, determine suitability of agency programs or systems to meet specific needs and give general advice and direction to agency staff.
4. Act as consultant to users on such matters as computer-augmented or business-oriented instructions, validity of programs, assessing user needs, etc.
5. Approve programs/systems for computer programming.
6. Conduct workshops and/or classroom training sessions for users and agency personnel and students.
7. Determine staffing needs and proper allocation of staff to work functions.
8. Interview, evaluate and recommend applicants for employment.
9. Approve rescheduling of interrupted or delayed production runs.
10. Act as liaison between users, operations management, computer center and agency personnel to establish or adjust production priorities.
11. Schedule daily production runs based on program priorities, input/output requirements, sequence of related jobs, etc.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff, representatives of other agencies, users, vendors and service providers.

VII. SUPERVISION RECEIVED:

EDP Systems Analyst I:

Incumbents of positions at this level receive general supervision from EDP Systems Analysts or other employees of higher grade who provide training

as required and guidance on procedures, assign work and review performance through conferences and reports for effectiveness and compliance with standards and procedures.

EDP Systems Analyst II:

Incumbents of positions at this level receive general supervision from EDP Systems Analysts or other employees of higher grade who provide guidance on procedures, assign work and review performance through conferences and reports for effectiveness and compliance with standards and procedures.

EDP Systems Analyst III:

Incumbents of positions at this level receive general supervision from EDP Systems Analysts or other employees of higher grade who provide guidance on policy, assign work and review performance through conferences and reports for compliance with policy and procedures.

EDP Systems Analyst IV:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide policy guidance, assign work and review performance through conferences and reports for effectiveness.

VIII. SUPERVISION EXERCISED:

EDP Systems Analyst I:

None.

EDP Systems Analyst II:

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 programmers, systems analysts or other data processing personnel.

EDP Systems Analyst III:

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-10 programmers, systems analysts or other professional, technical or administrative personnel; and indirect supervision (i.e. through an intermediate level supervisor) over 1-10 programmers, systems analysts, or other professional, technical or administrative personnel.

EDP Systems Analyst IV:

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-15 programmers, systems analysts, or other