

## CITY OF LAKE ELSINORE

### Information System Analyst

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

#### **DEFINITION:**

Under general supervision, performs professional, technical and analytical duties in supporting the City's enterprise computer systems, integrated databases and GIS technologies.

#### **DISTINGUISHING CHARACTERISTICS:**

Employees within this class perform the most difficult and responsible types of duties including designing, developing, implementing and maintaining large or complex computer or voice and data communication systems and databases. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### **SUPERVISION RECEIVED/EXERCISED:**

The Information Systems Analyst is directly supervised by the Assistant City Manager. This position does not exercise direct supervision, except for functional/technical oversight of consultants, vendors, interns or staff as needed.

#### **ESSENTIAL FUNCTIONS: (include but are not limited to the following)**

- IS/GIS Enterprise systems analysis
- IBM AS 400/iSeries administration and backup
- Database maintenance
- Sungard-HTE applications support
- GIS geodatabase and systems integration.
- IS performance monitoring and diagnostics
- System security and disaster recovery preparedness
- Systems research, upgrade or replacement analysis.
- Performs any other tasks or functions as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## **QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)***

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Information System Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of three to five years of experience in a professional position with responsibilities for developing and maintaining complex database systems and department wide applications, and a Bachelor's degree from an accredited university or college with major course work in information systems, computer science, business administration or a closely related field.

### **License/Certificate:**

Possession of or ability to obtain a valid Class C California driver's license, and certification or comparable evidence of advanced training in computer science, database management, LAN networking and GIS technology.

## **KNOWLEDGE/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)***

### **Knowledge of:**

Knowledge of Municipal operations, policies and procedures; working knowledge of AS 400/iSeries system administration, GIS-related technologies.

### **Ability to:**

Ability to establish effective working relationships with all levels of the organization and understand and follow oral and written instructions, procedures and policies.

**Skill to:**

Skill in written and verbal communication, modern office methods and typing skills.