



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SYSTEMS ANALYST III

Job Number: 20001522

Job Code: 73670V160116

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 06/16/1982

Job Revised: 01/16/2016

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$19,882-\$26,339 - Hourly	<b>NONE</b>
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction, has primary analytical responsibility for assigned computer projects. Provides technical assistance to systems analysts, other data processing personnel and end users in developing and implementing computer systems. Develops policies and procedures. Develops and presents training courses for computer programmers, systems analysts and other data processing personnel; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

#### **Substitute EDUCATION for EXPERIENCE:**

Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year for year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Analyzes complex user requests for the development or modification of the most complex computer requests. Conducts feasibility analysis for proposed systems. Designs the format of input and output documents, screens and files to meet the user's objectives. Writes specifications for systems development. Works with user in developing new or modifying existing computer systems. Prepares and maintains systems documentation. Tests all phases of the system to ensure that user needs are met. Writes procedures for the customer's use in operating the system. Trains the user in the operation of the system. May coordinate the work of systems analysts or programmer analysts in the development and implementation of computer systems. Makes design decisions. Prepares cost estimates. Identifies and corrects production problems. Provides assistance to personnel involved in implementing computer systems. Develops, coordinates and presents technical data processing training. Develops plans and procedures. Uses access control commands to provide basic security and protection of computer resources.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*