

## Cleveland Municipal Court General Division- Job Posting

<b>Job Title:</b>	<b>Systems Analyst II</b>	<b>Salary Grade:</b>	<b>8</b>
<b>Department:</b>	<b>Information Technology Services</b>	<b>Salary:</b>	<b>\$55,075.00-\$64,890.00</b>
<b>Reports To:</b>	<b>Director of Information Technology</b>	<b>Date Created:</b>	<b>April 2008</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Date Revised:</b>	<b>August 2013</b>

### POSITION SUMMARY

This position must be able to perform the duties of a Systems Analyst I and II. Responsible for supervision, analysis, design, development, and implementation of multiple computer systems and multiple projects and/or application development projects. Must ensure systems, applications and databases are available, responsive, have data integrity, and are constructed using consistent and capable methods. Promoting quality methods, providing cross training, outstanding customer service, good vendor relationships, promoting and documenting the technology direction adapted for CIJS and the Court.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for carrying out project plans and all aspects of system analysis and design development.
2. Provide supervision and guidance to entry level system and programmer analysts.
3. Assist in identification, evaluation, and repair of systems, applications and procedural problems.
4. Design, implement, and monitor security provisions on applications and systems that meet the needs of various departments within the Court.
5. Design, develop and maintain current application and system documentation as requested or required.
6. Analyze, design, develop, document, maintain the business procedures and work flows required to define applications or systems used by the Court.
7. Provide clear written documentation and instruction to program developers on the needs of the Court's user community. Also provide follow through to ensure that these directions are executed.
8. Evaluate and develop training programs for new application or system software.
9. Provide quality service that continuously improves, meets or exceeds public expectations, and ensures all are treated with courtesy, dignity, and respect.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

### SUPERVISORY RESPONSIBILITIES

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of structured system development methodology, web development and relational databases.
2. Knowledge of Object Oriented Analysis and Design and experience with Object Oriented application development.
3. Working knowledge of IT Asset Life Cycle Management and IT Asset Data Gathering.
4. Works with CMC's business units and with other risk functions to identify security requirements, using methods that may include risk and business impact assessments. Components of this activity include but are not limited to Business system analysis and Communication, facilitation and consensus building.
5. Assists in the coordination and completion of information security operations documentation and works with department leadership to develop strategies and plans to enforce security requirements and address identified risks.
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7. Works with information security leadership to develop strategies and plans to enforce security requirements and address identified risks.
8. Excellent analytical skills and judgment with the ability to make recommendations or decisions, as authorized, and to implement same on a timely basis.
9. Ability to work independently and to accept responsibility for the direction and control of an activity.
10. Good written and verbal communication skills; ability to assist others with technical problems.
11. Excellent ability to organize and prioritize duties.
12. Working knowledge of PL/SQL, crystal report generator tool-set, application documentation techniques and web programming techniques.
13. Working knowledge and demonstrated experience capabilities with AIX, Oracle or other UNIX based enterprise class relational database management systems, in depth knowledge of structured system development methodology and relational database theory.

## **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in computer science or related field required, and three to five years of professional experience in a similar position with an organization of the same or larger size required. Master's degree in computer science preferred, TCP/IP administration, Unix system administration, Web development, Report Writer and recent Oracle and/or SQL Server RDBMS administration experience desired. Microsoft, Cisco, Oracle certifications preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Must be able to push and pull up to 75 pounds and lift and carry 15-20 pounds on a regular basis.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COURT EXPECTATIONS of EMPLOYEE**

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day probationary period.

**APPLICATION PROCEDURE:**

**Please complete an on-line application. Applications and resumes will only be accepted through the on-line process. Position will remain open until filled.**

Visit our website: [www.cmcoh.org](http://www.cmcoh.org).

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