SYSTEMS ANALYST TRAINEE
Tompkins County

Classification: Competitive
Labor Grade: 13
Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college of university with a Bachelors Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in a senior level clerical or office management position involving substantial use of a microcomputer in maintaining electronic files, database systems, spreadsheet programs and/or communication systems; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in a senior level clerical or office management position involving substantial use of a microcomputer in maintaining electronic files, database systems, spreadsheet programs and/or communication systems; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in a senior level clerical or office management position involving substantial use of a microcomputer in maintaining electronic files, database systems, spreadsheet programs and/or communication systems; **OR**

(d) Any equivalent combination of training and experience as described in (a), (b) and (c) above.

PROMOTION: An incumbent in this title will be advanced to the title of Systems Analyst without further examination after serving a maximum one-year traineeship.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This trainee position is responsible for learning about and assisting with the development and ongoing maintenance the Criminal Justice Countywide Information Sharing Network (CIS-Net). The purpose of CIS-Net is to link the Police Agencies, Courts, Jails and all of the departments and agencies that are serviced by the criminal justice system into an easily accessible network. An incumbent in this class will have a general working knowledge of computer and telephone systems (including hardware, software, networks, interconnectivity, etc.). He/She must also have the desire and ability to successfully complete a formal course of training in computer networking technology. The work will be coordinated with Information Services Department staff. The duties are performed under the direct supervision of the System Administrator and the general supervision of the Criminal Justice Coordinator and Director of Information Technology Services. As technical knowledge and ability increases, it is expected that there will be a corresponding increase in responsibility for technical results. The incumbent should be able to fully perform the duties of Systems Analyst after serving a one-year traineeship. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Participates in formal training courses as necessary to become fully functional in the field of computer and telecommunications networking, training may be on Oracle, Windows NT, and/or Novel based;
- Gains progressive knowledge and responsibility in ensuring the compatibility and coordination of a computer network, and telecommunications hardware and software systems;
- Gains progressive responsibility in developing, maintaining and recommending computer and telephone systems (including hardware, software, networks, interconnectivity, etc.) for all members of the Countywide Information Sharing Network (CIS-Net);
- Responsible for the ongoing operation of the computer and telephone systems;
- Conducts in-depth research as required to develop and maintain the computer and telephone systems with minimal disruption in service;
- Assists in drafting and negotiating contracts for the equipment, systems and professional services;
- Assists with the installation, testing and evaluation of delivered materials;

- Coordinates delivery of systems, programs and data supplied from federal, state and other agencies; and
- Evaluates, recommends and modifies the delivery of systems, programs and data supplied from federal, state and other agencies as required for County usage.
- Provides training in the use of word processing, database, spreadsheet, utility, in-house developed and other software;
- Develops files, screens, interactive programs, macros, templates, etc.;
- Provides Help Desk support for computer users.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of computer application analysis, design and construction;
- Working knowledge of common business practices;
- Working knowledge of computer communication protocols;
- Working knowledge of telecommunications equipment;
- Ability to understand and interpret a wide variety of oral and written information;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Excellent verbal and written communication skills;
- Good judgment, integrity and tact; and
- Physical condition commensurate with the demands of the position.