

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Systems Analyst	FLSA STATUS:	Non-Exempt
DEPARTMENT:	IT Department	REPORTS TO:	Director
LOCATION:	Administration Building	DATE:	2/12/03
LABOR GRADE:	Professional – Sixteen (16)	REVISED:	12/14/04; 7/1/11; 9/14/11
OVERALL PURPOSE/SUMMARY			
Under the general direction of the IT Director, and in coordination with the Support Manager and the network support staff, is responsible for the administration, maintenance and supervision of the daily operations of the iSeries IBM system and application systems. The position is responsible for managing large and potentially complex management information systems initiatives including maintenance, enhancement, implementation and ongoing support of all IBM iSeries applications.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none">1. Provides programming assistance and support as required for legacy COBOL applications on the AS400, JDEdwards, SQL, Visual Basic based applications, Access databases, web based applications; to include database administration, technical support, and problem resolution.2. Provides programming support for the JD Edwards and Kronos applications and the interfaces and other programs related to them, including release management, database administration, technical support, problem resolution, and programming using RPG, JDE Worldwriter, and JDE Dreamwriter to support end user report requests.3. Works closely with user departments to identify appropriate platforms for each application and provides consulting and advice on integrating network and IBM applications.4. Installs and configures enhancement and version updates to the iSeries operating system and all applications residing on the iSeries.5. Responsible for iSeries system and data backups and will work with the Network Administrator to insure this information is included in the data backup procedures.6. Insures that the iSeries environment is up to date with the latest revisions of software and hardware firmware including all application software that resides on the iSeries.7. Consults with user management and staff to insure that their needs are being met and assists them in their planning efforts for future management information processing services that are required to be supported on the iSeries or its applications.8. Coordinates and manages all projects, evaluates and negotiates priorities for user requests for new services and enhancements, writes design proposals, prepares system specifications, develops cost estimates and work schedules, and evaluates change requests as it relates to the iSeries environment.9. Establishes development priorities with the assistance of the Director and the Support Manager.10. Assists the Director and Support Manager in developing short-term plans and proposals for the departmental strategic plan as it relates to the programming needs and management of all databases under the support of Dodge County Information Technology Department, including initiatives for inclusion in the County 3-Year IT Roadmap.11. Assists with evaluation of replacement systems for legacy iSeries applications, including development of comparative analysis and total cost of ownership for alternatives.12. Keeps the IT Director informed on issues relating to the iSeries environment.13. Regular attendance, professional demeanor and punctuality required.14. Performs other related duties as required or assigned by the IT Director.			
JOB SPECIFICATION			
Knowledge of JD Edwards/PeopleSoft "World" technical support, RPG, and JD Edwards/PeopleSoft tools. Knowledge of SQL and crystal reporting. Knowledge of Visual C++, Visual Basic, and Access programming language. Knowledge of data processing methodologies, analysis and design techniques, and COBOL and RPG programming techniques. Knowledge of iSeries COBOL and County legacy applications. Knowledge of techniques used in establishing and maintaining effective working relationships. Knowledge of project management, project estimation, work plan preparation, and project change control. Knowledge of iSeries system administration. Knowledge of Kronos Time Clock application. Knowledge of structured programming techniques. Knowledge of structured analysis and design techniques. Knowledge of data modeling/entity modeling. Knowledge of problem solving techniques. Knowledge of the fundamentals of LANs. Ability to manage projects in an effective and efficient manner. Ability to work independently without close supervision. Ability to work as part of a project team with other IT professionals and other County employees. Ability to understand and effectively carry out instructions. Ability to work under pressure and meet deadlines. Ability to organize and maintain scheduling requirements and appropriate documentation associated with the same. Ability to maintain accurate and complete records.			

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to answer inquiries and challenges effectively with tact and courtesy.

Ability to accurately interpret requests.

Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in MIS or related field. Five (5) years experience in systems design, development, and support of iSeries environment and applications (JD Edwards/PeopleSoft, KRONOS experience a plus, other languages including C++, Visual Basic, VB.Net awareness, SQL, and Access, Html or other web experience, a plus). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Normal office working environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.