

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** ITSD - Systems Analyst, Senior  
**Job Code:** 8420  
**Pay Grade:** 69  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Performs systems analysis, software design, schema review, application integration, testing, implementation, and support of application software projects to implement new or improve existing work processes. Applications may be implemented from in-house custom development or commercial off-the-shelf vendor products, or some combination of in-house and external software products.

### **ESSENTIAL FUNCTIONS:**

- Coordinates with users in determining feasibility of accomplishing proposed work functions or processes by computer means.
- Leads business analysis of work policies, procedures, and processes and documents findings of current conditions and work requirements.
- Recommends new or improved methods to accomplish business functions and goals through new development, integration, and/or design changes to existing applications.
- Designs software applications to support the new method and comprehensively documents conversion and implementation plans.
- Provides technical assistance and recommendations to programmers and outside contractors; assists in software development by writing systems documentation and performing quality assurance tests.
- Reviews and analyzes new and revised system specifications for completeness and compatibility with present software applications and system capabilities.
- Installs and/or assists in installation of software packages and/or equipment to include configuration of software/hardware.
- Prepares and delivers documentation to users to explain recommended work policy or procedural changes as an improved approach to work functions.
- Plans, schedules, coordinates, develops and implements computer-training services for users on the new methods and procedures to perform work to accomplish work objectives and business functions.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- May provide project work direction to programmer/analyst team members.
- Performs other related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of applications programming, software development processes and design techniques.
- Knowledge in general programming language limitations and capabilities.
- Knowledge and skills in the use of development tools (compilers, editors, program generators).
- Strong skills in requirements definition process and tools.
- Strong skills with XML; understanding structures, reading XML, and troubleshooting issues with XML feeds.
- Knowledge in modeling techniques and workflow charting.
- Knowledge and skills in reporting data warehouse structures and methodologies.
- Knowledge and skill in the use of UML and Object Oriented design concepts.
- Knowledge and skills in application interface usability design and development.
- Advanced communication skills both verbally and in written form.
- Skills relating to applications interface graphics design and development.
- Skills producing technical documents (manuals, schematics, procedures, specifications).
- Skills in problem reporting, tracking standards, and procedures.
- Knowledge and ability to use configuration management tools and methodologies.
- Knowledge of software quality assurance standards and procedures.
- Ability to use relational database management systems.
- Skills in the use of desktop and server operating systems.
- Strong skills in analyzing, designing, coding, testing, debugging, implementing, and supporting software systems.
- Skills in project management including planning, coordinating multiple activities, tracking deadlines and results. Skillful with common organizational functions, such as time management, stress management, listening, problem-solving, interviewing, training others, leadership, and facilitation.
- Skills with project planning tools such as Microsoft Project and Microsoft Visio.
- Ability to develop complex reports using industry standard reporting tools (i.e. SSRS)
- Ability to communicate effectively with court staff, judges, judicial staff, court management, and coworkers.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree with a major in computer science, management information systems, business or public administration, or a related field and five years of experience in computer related applications development, programming, or similar responsibilities. OR any equivalent combination of experience, training and/or education that demonstrates the ability to perform the essential functions approved by the Director, Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment up to 20 lbs.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Assistant Director, Information Technology. This position performs duties under general supervision and incumbents have no supervisory responsibilities. Incumbents may lead the work direction and tasks of users and some ITSD coworkers in the course of project management when achieving project goals.

Date: 12/18/98  
Revised: 10/18/04; 11/04/12; 08/12/14

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority  
  
\_\_\_\_\_  
Director, Human Resources Date \_\_\_\_\_