

## SENIOR SYSTEMS ANALYST

(This position is Exempt under FLSA)

**Starting Salary:** \$65,591 annually

**Maximum Salary:** \$90,061 annually

**Closing Date:** Friday November 21, 2008

**Method of Selection:** Applicants will be assessed on the basis of their training and experience as shown on the application form.

**REQUIREMENTS:** Bachelor's degree from an accredited college or university with major course work in Management Information Systems, Computer Sciences, Business Administration, Accounting, Engineering, Mathematics or other related field, **plus** five (5) years experience in the analysis, development and implementation of complex programming systems that involved programming in COBOL, SQL, Visual Basic, VB Script, C, C++ or other high level computer programming language. **In addition** the required experience must have included at least two (2) years of experience performing all of the various steps in the project life cycle (i.e., *determining requirements, design conceptualization, detail design, testing, and implementation*) or an equivalent combination of training and experience beyond a Bachelor's degree in an aforementioned or closely related field.

Experience utilizing any of the following databases and tools is preferred:

- **Databases:** Microsoft SQL server, Access, Oracle
- **Tools:** Microsoft Framework, Microsoft Visual Studio, Oracle Developer/ Designer (the most current released version or its most immediate predecessor).

**NOTE:**

**ALL APPLICANTS MUST SUBMIT PROOF OF EDUCATION WITH THE APPLICATION. TRANSCRIPTS ARE REQUIRED UNLESS ACADEMIC MAJOR IS REFLECTED ON THE FACE OF THE EDUCATIONAL CREDENTIAL. OFFICIAL SEALED TRANSCRIPTS MAY BE REQUIRED PRIOR TO COMMENCING THE SELECTION PROCESS. APPLICANTS MUST CLEARLY DETAIL THEIR ANALYSIS, DEVELOPMENT AND IMPLEMENTATION EXPERIENCE INCLUDING PROGRAMMING LANGUAGES USED AND THE CORRESPONDING AMOUNTS OF TIME THAT THEY HAVE WORKED WITH EACH IN ORDER TO AVOID DISQUALIFICATION. APPLICANTS ARE ALSO ENCOURAGED TO DETAIL THEIR EXPERIENCE UTILIZING RELATED DATABASES AND TOOLS.**

**(CONTINUED ON BACK)**

**NOTE #2:**

IN ACCORDANCE WITH APM 2-02, APPLICANTS FOR CLASSIFIED POSITIONS WHO ARE CITY OF MIAMI RESIDENTS AND NEW HIRES WILL RECEIVE PREFERENCE IN SELECTION FROM INTERVIEW RANKING BANDS PROVIDED THAT 2 OF THE FOLLOWING DOCUMENTS ARE SUBMITTED WITH APPLICATION FORM, AND AGAIN, AT TIME OF INTERVIEW: UTILITY BILL DATED WITHIN 60 DAYS OF THE DATE OF SUBMISSION; FLORIDA DRIVER'S LICENSE OR STATE-ISSUED ID; PROPERTY TAX STATEMENT; PROPERLY EXECUTED LEASE AGREEMENT; HOMESTEAD EXEMPTION; MOTOR VEHICLE REGISTRATION; W-2 (OR 1099) TAX FORM; OR OFFICIAL SCHOOL RECORDS OR TRANSCRIPTS, DATED WITHIN 90 DAYS OF THE DATE OF SUBMISSION. PREFERENCE FOR CITY RESIDENTS SHALL NOT SUPERSEDE PREFERENCE AWARDED TO VETERANS PURSUANT TO F.S.S.295, OR PREFERENCE GIVEN TO CITY EMPLOYEES WITHIN THE SAME RANKING BAND.

**VETERAN'S PREFERENCE:**

If claiming veteran's preference, all forms DD-214 are required. In addition to the form DD-214, applicants who have been awarded combat campaign/expeditionary medals that are not reflected on the form DD-214 must submit supplemental documents from the Department of Defense that demonstrates possession of a combat campaign/expeditionary medal by the closing date, if seeking veteran's preference points. Veteran's preference points will be awarded in accordance with Florida State Statute 295.

**DUTIES:**

Analyzes special departmental procedures and information systems to determine the most feasible and cost effective methods to develop computer systems utilizing new or revised hardware capabilities. Confers with Department Head or designee and information technology personnel to review existing program feasibility; reviews current data processing procedures, researches alternative methods of problem solution, and acts as technical advisor in developing functional requirements for new or improved information systems. Assists departmental users in the preparation of business-case documentation for proposed systems. Develops detailed specifications for the development or acquisition of complex programming systems including: requirements analyses, cost benefit analyses, program task definitions, flow charts and work flow process documentation. Conducts research in automation techniques, which may significantly extend pre-existing computer capabilities. Recommends new or revised hardware capabilities, which result in major changes to general programming activities. Acts as a senior programming systems consultant in advanced computer systems technology to subordinate staff. Directs the development of comprehensive flow charts and diagrams and evaluates alternative methods and procedures recommended by less senior systems and programming personnel. Performs post-implementation reviews to ensure system compliance with established performance specifications. Participates in a management education program to explain services available and improvements in operating efficiency possible through use of information systems technology. Develops and monitors project tracking reports such as PERT charts, GANTT charts, and CPM to insure smooth project implementation. Performs related work as required.

**OPEN/NON-COMPETITIVE**