

## MORGAN COUNTY POSITION DESCRIPTION

**TITLE: Systems Analyst**

**GRADE: HS P&A 9**

**DEPARTMENT: Human Services**

**DIVISION: Information Systems**

**EXEMPT/NON-EXEMPT: Non-Exempt**

**DATE: April 2021**

### GENERAL STATEMENT OF DUTIES:

Systems Analyst performs a variety of complex technical duties in the design, installation, and management of Morgan County Department of Human Services personal computers (PCs) software applications, operating systems, telephone support and network environment within the Information Technology Division. Primary duty of this position includes the exercise of discretion and independent judgment with respect to matters of significance.

### SUPERVISION RECEIVED:

This position is supervised by the Director and Deputy Director of Human Services.

### SUPERVISION EXERCISED:

This position is a non-supervisory position.

### ESSENTIAL JOB FUNCTIONS:

***The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.***

- ◆ Provides technical information to users requesting assistance and researches related technology, when needed.
- ◆ Installs desktop hardware and software, including operating system, applications, peripherals and networking equipment and updates and enhances existing systems to better accommodate work requirements.
- ◆ Analyzes computer and equipment needs for MCDHS. Makes recommendations regarding appropriate hardware and software. Defines MCDHS standards for desktop hardware and software purchases.
- ◆ Activates network ports, supports wiring from desktop device to network port, and maintains wiring closets.
- ◆ Supports voice mail functions, including configuration, changes and troubleshooting.
- ◆ Develops and writes MCDHS computing policies, standards and procedures.
- ◆ Uses Active Directory, runs SMS reports and may push out Microsoft security updates to users' PCs on the network.
- ◆ Works with County IT staff to provide telephone support, configuring new or changed phone sets, and troubleshooting problems.
- ◆ Participates in establishing and maintaining working relationships with community organizations and resources pertaining to information systems.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.
- ◆ Performs other duties as assigned or requested.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Thorough knowledge of supported hardware and software systems. Ability to troubleshoot and solve a variety of technical problems
- ◆ Thorough knowledge of virtual computing environment
- ◆ Ability to prioritize projects and/or deliverables
- ◆ Ability to read/write scripts for automation
- ◆ Ability to communicate procedures of a technical nature to non-technical personnel both orally and in written form
- ◆ Ability to perform a variety of project tasks requiring good communication skills
- ◆ Ability to work effectively with other employees and senior management

**EDUCATION:**

Bachelor’s Degree, Information Science.

OR

A combination of relevant education and experience in a position that would satisfy the equivalent of two years experience for each year of undergraduate education.

**EXPERIENCE:**

Three (3) years of experience in the field of information technology including short/long term planning and program implementation, budgeting, and personnel management of multiple disciplines.

**WORK ENVIRONMENT:**

Work is generally performed in a standard office environment with occasional travel outside the office to attend meetings.

**PHYSICAL DEMANDS:**

**The following are some of the physical demands commonly associated with this position.**

- ◆ VISION – Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING – Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING – Must be able to lift, carry, push or pull up to 50 pounds.
- ◆ MOBILITY – Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally\* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY – Frequent\* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATIONS - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING – Individual must be able to drive to off-site areas for infrequent computer support. Must have current Colorado driver's license, current vehicle insurance and a driving record without serious violations.

Constantly: Activity exists 2/3 or more of the time  
 Frequently: Activity exists between 1/3 and 2/3 of the time  
 Occasionally: Activity exists less than 1/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date: