Systems Analyst - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:
Knows correct procedures for analyzing computer system operates; hardware and software
Can develop and design software programs, of moderate complexity, using contemporary
programming software and programming language
Understands cost/benefit relationship of utilizing existing commercial software as opposed to
designing and developing custom hardware/software solutions
Is computer literate; knows how to achieve results with minimum of supervision

QUALITY OF WORK:
Analyzes design specifications in advance of program changes to ensure users needs have been met,
software configuration is accurately described, and task is possible to accomplish within timeframe,
budget and hardware/software limitations
Analyzes a variety of software/hardware operations to ensure maximum utilization and minimum
inconvenience for users
Documents all programming work and system analyses to ensure adequate audit trail for others to
follow

.   QUANTITY OF WORK:
Analyzes system's operation for conformity to established protocols; defines glitches and corrects
Analyzes programming details, implementation schedule, and programming tasks to ensure intended
project is realistic and has potential for occurring within budget
Samples various data processing functions from time to time to verify ease and usefulness of
functions, program features, operational defects, and opportunities for improvement
Tests various functions for speed, accuracy, and appropriateness to desired objectives
Maintains log of analyses performed to audit user-friendliness, quantity of output/input and
timeliness of operations in accordance with predetermined standard

FOLLOW UP AND CONTROL:
As required, ensures control mechanisms are in place, operating satisfactorily and providing the
essential data required by management; imposes security procedures to counteract direct or
accidental interference with operating systems, design specifications and the like
Conforms to controls in accordance with standards; completes records of control checks,
maintenance, etc.
Advises management immediately of any attempted breach of security or modification of control