

JOB TITLE: SYSTEMS ANALYST**JOB ID:** T1306**Old JOB Number:** 0**REPORTS TO:** INFORMATION SYSTEMS SPECIALIST**Date revised:** 1900-01-01**MINISTRY/DEPARTMENT:** MINISTRY OF EDUCATION, MANAGEMENT INFORMATION SYSTEMS UNIT

PURPOSE: The Systems Analyst applies analysis and design techniques to produce innovative solutions for a variety of complex problems. Gathers information from users, defines work problems, and plans projects to enable the development of required systems for MOE's business processes. Also works in team to develop, deploy and support solutions.

KEY OUTPUTS:

- Effective solutions based on user needs.
- Applications which are developed to support maintainability, extendibility, availability and security.
- User proficiency in applications use.
- Quality of user documentation and training.
- Response and resolution of end-user incidents.

RANGE OF ACTIVITIES:

- Guides users in formulating requirements - advises on alternatives and on the implications of new or revised computer systems/applications technology.
- Analyses user project proposals, identifies omissions and errors in requirements, and conducts feasibility studies; recommends optimum approach and develops system design for approved projects.
- Develops new and maintains existing complex systems and subsystems in which transactions are automatically processed through the full system of records; ensures reliability of Ministry applications.
- Informally arbitrates between system users when conflicts arise.
- Uses all phases of system analysis concepts, techniques, and methods; knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one more subject areas to design complex systems or subsystems.
- Reviews design, analysis, and code for quality and adherence to standards.
- Prepares and gives presentations to user management.
- Provides on-call support and problem resolution for computer applications.
- May serve as lead analyst in a design subgroup, directing and integrating the work of analysts, each responsible for several programs.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Degree in Computer Science.
- Proficiency with application development language and environment.
- Working knowledge of project management other computer certification.
- Ability to develop and deliver presentations and user documentation.
- Knowledge of current technological developments/trends in area of expertise.

- Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Prioritizing user requirements.
- Deciding on changes to scope of a development effort and impact on time and cost.
- Determine the most appropriate tools to use in the analysis, design and development of applications.
- Placing the correct degree of importance on documentation.

RESOURCE MANAGEMENT:

- Does not directly supervise staff. However, may be team leader coordinating unit staff as well as regional and school staff. Utilize development tools and learning resources in execution of duties.

COMMUNICATIONS: Need to communicate clearly with end-users on requirements and plans during deployment. Also need to deal with end-users in the provision of training and support. Need to work within a team environment for development of solutions.

WORKING CONDITIONS: Work would be done during development phases within the office. However, during requirements, testing and deployment a significant degree of travel will be involved to interact with end-users.

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