

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Senior Systems Analyst
Job Code: W0503
Pay Grade: WU
Exempt: Yes
Probation: Twelve-month initial probationary period

Job Overview

Perform duties in the analysis, design, development, testing, implementation, and management of cross-functional automated information systems.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Analyze, design, implement, operate, and maintain automated information systems such as networks, communication systems, integrated databases, and geographical information systems as required by project.
- Conduct studies pertaining to development of new information systems to meet current and projected needs.
- Discuss report requirements and data availability with users, discuss system impact with appropriate functional areas, advise users on the feasibility of converting to automated systems, and assist in formulating objectives.
- Conduct comprehensive preliminary studies and feasibility studies of proposed computer applications including performing cost-benefit analysis.
- Plan, direct, and coordinate activities of assigned personnel involved in specific projects.
- Test and revise systems prior to implementation.
- Provide training to computer personnel and users.
- Maintain expertise in mainframe, mini, and personal computer related software and hardware.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and techniques of computer systems including systems analysis, design, long-term planning, programming, and computer equipment characteristics.
- Some knowledge of computer programming languages.
- Skill in making presentations.
- Ability to analyze systems and to plan computer applications.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to train users in computer concepts and applications and to provide technical assistance to computer staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others.

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Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university with a major in a data processing field; and

Five years of experience in systems analysis.

OR

An Associate's or higher degree from an accredited college or university with a major in a data processing field; and

Seven years of experience in systems analysis.

OR

A Master's Degree from an accredited college or university with a major in a data processing field; and

Four years of experience in systems analysis.

OR

Graduation from high school or possession of a GED certificate; and

Eight years experience in systems analysis.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.