

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Computer Systems Analyst 1

**Position Number: 40056, 40089,
46018, 80017**

Location: Helena

Department: Transportation

Division and Bureau: Engineering, Engineering Operations

Section and Unit: Engineering Systems

Job Overview:

The Computer Systems Analyst 1 understands and applies the principles of Systems Analysis and Design at the application level to improve the completion of a variety of existing business tasks within the Department. Develops and maintains components of applications and systems. This position typically involves less complex and existing applications.

Essential Functions (Major Duties or Responsibilities):

System Development & Administration – 50%

Modify, develop and maintain components of contract administration computer systems to support contract administration (e.g., daily work report and materials test agency views and database web applications, forms and reports), and support the development of larger-scale projects under the direction of a lead analyst.

- Evaluate user processes, objectives and environments to determine computer system requirements necessary to support efficient and compliant business processes.
- Perform requirements analysis and system definition to develop technical specifications and documentation, modification requirements, and assess available resources.
- Participate in both the business analysis and development phases of program development assignments to create program solutions that effectively and efficiently mirror or improve existing business systems.

- Develop and code programs by identifying logical data relationships and translating design specifications into logical designs and computer language elements.
- Ensure compliance with system development and documentation standards to provide effective communication, clear understanding of business issues, and a sound basis for training and user documentation throughout the systems development lifecycle.
- Determine the most effective method to acquire data from established or new sources and secure access to the data.
- Review developed models, simulations, and beta versions with project leads and technical supervisors to demonstrate what various components will look like and how they will function.
- Coordinate and perform user testing to evaluate the performance of integrated system components in compliance with established testing standards and assess user security and access.
- Design and implement custom reports to meet specific client business needs and information requests.
- Coordinate data migration between existing and new components to ensure accurate and efficient data transfer.

Analysis, Training and Technical Assistance – 45%

Provide data analysis, training and technical assistance on contract administration systems to ensure proper system functions, user knowledge, and to identify needed system modifications or enhancements.

- Conduct data analysis to support contract administration by providing information necessary to support business decisions and to recommend improved business processes.
- Provide initial scoping of projects (including level of effort, time estimates, and resource needs and impacts) on projects with a single application focus for review.
- Manage engineering data to ensure it is useful, accessible, current, and is consistent with, and linked to, other resource databases and information resources.
- Assist with training activities for users on new system functions and operations to promote proficiency and competency.
- Perform support, maintenance, and problem resolution activities for agency applications to ensure continuity of services and the integrity of data, including the documentation of problems and actions taken to identify system problems or trends.
- Conduct research and evaluate new technologies, new system implementation procedures and policies, user business processes and other issues related to system development, administration, and troubleshooting to maintain a high level of professional and technical expertise.

Other Duties as Assigned – 5%

Supervision

The number of employees supervised is: 0

Physical and Environmental Demands:

Physical:

- Light lifting (less than 10 lbs.)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel to national conferences and meetings.
- Communicate in writing, in person and over the phone.

Mental:

- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Comparing data
- Analytical thinking

Knowledge, Skills and Abilities (Behaviors):

- Produces accurate and appropriate documentation
- Communicates effectively to individuals with differing levels of technical understanding
- Develops solutions to technical problems
- Maintains effective working relationships with other employees
- Proactively seeks ways to grow and expand technical skills
- [Prefer] working knowledge with Oracle, Java and/or Jasper *

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in computer science, engineering, construction engineering technology, or a related field.

This position requires a minimum of 3 years of experience in information systems development/maintenance and computer programming.

Alternative qualifications include: any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: IT Systems Analyst Job Code Number: C1C011 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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