



Position: Systems Analyst I/II

Salary Range: \$28.80 - \$38.84 hourly; \$2,303.82 - \$3,107.51 bi-weekly.

Kern Medical strives to recruit the highest quality candidates, resulting in a high performance workforce that consistently delivers quality patient care.

Career Opportunities within Kern Medical for qualifying positions include many benefits such as:

- **New Hire Bonus:** For select positions.
 - **New Hire Premium:** +6% of base rate of pay matched up to 6% if contributed to Deferred Compensation Plan.
 - **Shift Differentials:** varies per classification.
 - **A Comprehensive Benefits Package:** includes Holidays, Vacation, Medical, Dental, Vision and Life Insurance.
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Job Description

Under direction, to conduct systems analysis; develop, evaluate, modify, document and implement moderate to difficult systems for computer applications including, personnel, equipment and data flow; to analyze and write application programs and to troubleshoot, identify and resolve a variety of technical problems.

DISTINGUISHING CHARACTERISTICS:

Level I:

This is the intermediate journey level class in the Programmer/Systems Analyst series. Incumbents in this class are expected to demonstrate advanced journey level programming skills. The Systems Analyst I provides systems analysis, design and programming support for existing production applications.

Level II:

This is the advanced journey level class in the Programmer/Systems Analyst series. Incumbents in this class are responsible for all phases of analysis, design, development and implementation of computer application systems. Project assignments are generally moderate to difficult in level of complexity.

Essential Functions:

Level I:

- Develops, implements and maintains computer application systems; consults with current and proposed systems users to discuss and document requests for new and/or modified system changes; researches and identifies design alternatives; and recommends computer based solutions.
- Prepares routine project descriptions, cost/benefit analysis and needs assessment for new and/or enhanced system modifications.

Owned and Operated by the Kern County Hospital Authority

A Designated Public Hospital

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- Writes basic program specifications; coordinates program testing; makes necessary corrections; and confers with management and departmental staff regarding changes in operating procedures and systems design to ensure application meet user's needs.
- Troubleshoots, reports and documents system problems; develops and implements solutions to the problem; and oversees maintenance of the system.
- Provides user access requirements; and maintains system security.
- Develops user instruction manuals and provides assistance and training to users for applicable software applications.
- Modifies, enhances, or adds modules to existing applications; and adapts purchased software to hardware used by the department.
- Reviews software programs to ensure logical flow; modifies existing programs to correct errors and develops recommendations and implementation plans.
- Coordinates system design and interface between public and private agencies; and assists in designating controls and audit trails.
- Stays abreast of technological trends.
- Analyzes data and creates queries and ad hoc reports.
- Dependent upon assignment, may be required to research existing procedures and requirements in sufficient detail to develop appropriate information technology solutions; and write and maintain application programs from predefined program specifications.
- May represent the department in meetings.
- Performs other job related duties as required.

Level II:

- Designs and participates in the development, testing, and implementation of computer application systems; consults with current and proposed systems users to discuss and document requests for new and/or modified system changes; researches and identifies design alternatives; and recommends computer-based solutions.
- Prepares project descriptions, cost/benefit analysis and needs assessment for new and/or enhanced system modifications.
- Writes specifications for system and program design; coordinates system and program testing to ensure conformance to specifications and identify and correct problems.
- Confers with management, departmental staff and vendors regarding changes in operating procedures and systems design to ensure application meets users needs.
- Monitors, troubleshoots, and documents system problems; develops and implements solutions to the problem; and oversees maintenance of the system. Determines user access requirements; and maintains system security.
- Modifies, enhances, upgrades and/or adds modules to existing applications; and adapts new purchased software to hardware used by the department.
- Oversees and reviews software program procedures to ensure logical flow; conducts tests of new and/or revised systems for conformance with designed specifications; and corrects problems identified, as needed.
- Coordinates information technology solutions between County departments, public and private agencies.

- Analyzes data and creates queries and ad hoc reports.
- Provides guidance and assistance to Programmers and Systems/Analyst I in developing procedures and coding programs.
- Develops and maintains user instruction manuals and assists and trains users in applicable software applications.
- Stays abreast of technological changes.
- Dependent upon assignment, may be required to research existing procedures and requirements in sufficient detail to develop appropriate information technology solutions; and write and maintain application programs from predefined program specifications.
- May represent the department in meetings.
- Performs other job-related duties as required.

Employment Standards:

Level I: Graduation from an accredited college or university with a bachelor's degree, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field AND two (2) year of programming and systems analysis experience in an information systems environment.

OR

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems AND four (4) years of programming and systems analysis experience in an information systems environment.

OR

Completion of an accredited technical or vocational school training program in computer science, computer office automation technology, computer systems technology or closely related field AND four (4) years of programming and systems analysis experience in an information systems environment.

OR

Four (4) years of programming and two (2) years of systems analysis experience in an information systems environment.

OR

Two (2) years as a Programmer II or Information Systems Specialist III.

An Information Technology Certificate verifying proficiency in programming, systems analysis and design issued by the Kern County Personnel Department or its authorized agent is required at the time of appointment.

Qualifying experience must have been within the last eight (8) years.

ADDITIONAL REQUIREMENTS:

Valid California Class "C" Driver's License is required at the time of appointment.

Level II: Graduation from an accredited college or university with a bachelor's degree, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field AND three (3) years of programming and systems analysis experience in an information systems environment.

OR

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, including, fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems AND five (5) years of programming and systems analysis experience in an information systems environment.

OR

Completion of an accredited technical or vocational training program in computer science, computer office automation technology, computer systems technology or closely related field AND five (5) years of programming and systems analysis experience in an information systems environment.

OR

Four (4) years of programming and three (3) years of systems analysis experience in an information systems environment.

OR

Two (2) years as a Systems Analyst I in the Kern County classification system.

Qualifying experience must have been within the last eight (8) years.

ADDITIONAL REQUIREMENTS:

An Information Technology Certificate verifying proficiency in programming, systems analysis and design issued by the Kern County Personnel Department or its authorized agent is required at the time of appointment.

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of: The principles, methods and techniques used in the development, installation and maintenance of software programs; the principles and techniques applied in designing moderately difficult systems; operational characteristics of various computer program network software packages and programming languages; computer operation capabilities and limitations; nomenclature; general accounting principles; the principles of organization; principles and techniques of training; and the principles of documentation and record keeping, record storage and retrieval.

Ability to: Define problems, gather and analyze data, reason logically, draw sound conclusions, and make appropriate recommendations; perform systems analysis and programming work; design, enhance and modify new and existing systems; recommend, design, test, implement and/or install computer software applications; troubleshoot, identify and resolve programming problems; respond to, analyze and assess user needs, resolve problems, and determine solutions; write instructions; train staff and users; communicate effectively, both verbal and written; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational and educational backgrounds.

A background check will be conducted for this classification.