

SYSTEMS ANALYST I

Req No: 36000209-51188165-20111130081505

Agency Name: LOT - Lottery

Working Title: Systems Analyst I
Broadband/Class Code: 312512
Position Number: 36000209-51188165-20111130081505
Annual Salary Range: \$42,388.08 - \$74,753.88
Announcement Type: Open Competitive
City: Tallahassee
Facility:
Pay Grade/ Pay Band: 31120
Closing Date: 02/06/2012

(For Laid Off State Personnel System Career Service Employees Only). Career Service employees who currently have or held permanent status in their position at the time of layoff have an opportunity for first interview within any State Personnel System agency for vacancies in which the applicant is qualified and has applied. If this applies to you, please attach a copy of your official layoff letter when applying for a vacancy.

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"Previous applicants need not re-apply"

****The Florida Lottery is not a State Personnel System Employer****

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 888-403-2110.

THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS AND SPOUSES OF VETERANS MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY. FOR APPLICANTS CLAIMING VETERAN'S PREFERENCE, PLEASE ATTACH YOUR SUPPORTING DOCUMENTATION WHEN YOU APPLY FOR A VACANCY. APPLICANTS MAY ALSO FAX THEIR SUPPORTING DOCUMENTATION TO PEOPLE FIRST AT 1-888-403-2110 BY THE CLOSING DATE.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS

Responses to the qualifying questions are required to be considered for this position. Answers to the qualifying questions must be verifiable based on your submitted application.

General Description

Positions allocated to this class perform work involving the analysis, development, design, and implementation of comprehensive information resource management systems in either an application development environment or a systems and network support environment.

Examples of Work Performed (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists in planning for the development of large integrated management information systems

Analyzes agency data requirements and effect of interactive computer systems

Creates and maintains descriptions for data users and resources

Works in coordination with programmers, programmer/analysts, and other data processing personnel on procedures related to new or existing data files

Consults with supervisors and administrators on management information systems and information resource requests to identify needed resources and potential approaches to problem solutions

Develops and documents standards for use, control, updating, and maintenance of data bases

Establishes and maintains databases used for testing and production

Establishes and maintains database dictionaries

Develops security and control procedures for databases including recovery and back up procedures

Prepares systems plans, reports of recommendations, and information system requirement specifications

Recommends priorities for systems development

Analyzes and evaluates user requests for new or modified systems and develops cost analysis

Knowledge, Skills, and Abilities (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

Knowledge of the principles, practices, and techniques of computer programming and systems analysis

Knowledge of mathematics

Knowledge of computer operation procedures and systems

Knowledge of computer programming languages

Ability to process information logically

Ability to design programs and systems logic

Ability to prepare program specifications

Ability to code, test, and debug computer programs

Ability to interpret technical information relating to computer programming and other areas of data processing

Ability to perform mathematical calculations

Ability to communicate technical data processing information effectively

Ability to establish and maintain effective work relationships with others

Minimum Qualifications

A bachelors degree from an accredited college or university and thirty (30) months of professional experience in computer systems analysis, computer programming, and/or information resources management, eighteen (18) months of which must have been in an analyst capacity, or

A bachelors degree from an accredited college or university in computer science or management information systems and two (2) years of experience in an analyst capacity, or

A masters degree from an accredited college or university in computer science or management information systems and one (1) year of experience in an analyst capacity, or

An associates or higher level degree from an accredited college or university, completion of an 18 credit hour certificate or an equivalent program of study in computer programming from an accredited community or junior college, and three (3) years of professional experience in computer systems analysis, computer programming, and/or information resources management, two (2) years of which must have been in an analyst capacity, or

Completion of a 1440 classroom hour or equivalent program of study at an accredited vocational/technical school in computer programming and three (3) years of professional experience in computer systems analysis, computer programming, and/or information resources management, two (2) year of which must have been in an analyst capacity.

Experience in computer systems analysis, computer programming, and/or information resources management may be substituted on a year for year basis for the required college education.