

## **COMPUTER INFORMATION ANALYST**

### **DEFINITION OF WORK**

Under regular supervision, performs responsible technical work in support of department's information management systems; does related work as required.

### **EXAMPLES OF WORK**

Serves as the departmental liaison to the IS department in installation, operation, maintenance, and troubleshooting servers, workstations, network service hardware and software; serves as security officer in establishing and maintaining network securities, including the management of network applications; implementation and maintenance of system backup and audit procedures. Responsible for establishing and maintaining network printing; monitoring and tuning servers for optimum performance. Produces documentation pertaining to the operation and modification of network hardware, system and application configurations; trains personnel in use. Assist in creating and maintaining inter-operability between PC Local Area Networks (LAN) and other mainframe operating systems. Advises on departmental computer needs involving hardware and software; provides technical support for the department in the areas of data management, computer utilization, graphics, documentation development, database development and departmental reporting requirements. Designs reports to provide data related to departmental management objectives. May assist with department telecommunication needs; maintain licenses on equipment; performs other duties and responsibilities as assigned.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major course work in computer science, statistics, economics, or related field and some experience in the development of information systems.

Knowledge, Skills, and Abilities: Thorough knowledge of the principles and techniques used in the development and preparation of information systems and computer programs; thorough knowledge of the use of statistical methods to develop, analyze and evaluate information systems; general knowledge of the principles of mathematics and statistical methods; ability to follow oral and written instructions; ability to provide technical reports as required; ability to establish and maintain effective working relationships with fellow employees, and management.

