

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES

POSITION DESCRIPTION

Position Title	Title Code(s)	Effective	Reissued	Revision
Senior Systems Analyst	039290	5/12/95		

Purpose of Position

Under general supervision, develops, implements analyzes, maintains, monitors and modifies existing and proposed systems, sub-systems and parallel systems, to effectuate optimization of corporate operations. Reviews systems and prepares recommendations to facilitate managerial decision making in accordance with corporate objectives.

Major Duties

1. Conducts studies, surveys and analyses on existing operational systems and makes recommendations on the need for modification to obtain increased efficiency and improved quality with cost reduction.
2. Discusses recommended plans, designs, proposals and systems; obtains approval and implements said systems and procedures as a result of project activities.
3. Prepares, develops and designs procedures and plans for implementation of new and parallel systems and sub-systems.
4. Obtains information pertinent to new operational systems and projects, and prepares reports and recommendations regarding findings.
5. Monitors systems and develops standards of performance, quality of controls and progress of assigned projects.
6. Maintains, modifies and improves the acquired systems design, and on an ongoing basis, develops new systems in accordance with corporate objectives.
7. Analyzes and develops alternative means of deriving input data and recommends the most feasible and economical method.
8. Develops flow charts or diagrams in outline and detail for auditing or analyses.
9. Coordinates and directs the work flow and progress of subordinate personnel in relation to project activities.

Qualification Requirements

1. A Baccalaureate degree in a relevant field from an accredited college or university; and