

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION

<i>Position Title</i>	<i>Title Code (s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revised</i>
Supervising Systems Analyst (Approved Specialties)	000680	6/2/00		

Purpose of Position:

Under general direction, supervises a group of systems analysts working on a single project, or simultaneously on a series of projects. Assigns and reviews work and directs analysts in focusing their activity and assessment of priorities. Performs complicated systems studies, investigates, analyses and designs systems.

Examples of Typical Tasks:

1. Analyze project problems and critical situations to develop alternate solutions; review those presented by subordinates. Define and implement decisions.
2. Schedule project assignments, determine priorities and evaluate performance of systems analysts.
3. Direct, supervise and coordinate studies, surveys and analyses on operational systems and projects important to efficiency.
4. Review existing systems; identify problems, bottlenecks and inadequate utilization of resources. Develop and recommend studies and analyses.
5. Direct the preparation, development, design, modification and planning of complex systems to optimize resources.
6. Review feasibility of automated systems, evaluate manual systems, and recommend courses of action, with respect to computer applications.
7. Supervise, coordinate and monitor implementation of systems and sub systems.
8. Develop training programs for implementation, and follow up systems to insure effectiveness and attainment of objectives.
9. Serve as a member of task forces established to cope with system wide problems. Organize teams to administer projects or sub projects.
10. Supervise the systems analysts in the performance of their duties, make recommendations regarding their performance and guide them to develop their proficiency and aptitudes.

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Qualification Requirements:

1. A Baccalaureate degree from an accredited college or university in a relevant field; and
2. A minimum of three (3) years of experience in business, government, hospital, educational institution, or a non-profit organization in the development, analysis and implementation of systems and sub systems, manual and computer applications; with one (1) year in a supervisory capacity; and
3. Knowledge of computer systems, familiarity of input data for machine operations, data processing programs and EDP equipment and systems applications; or
4. A satisfactory combination of education, training and experience.
5. A Master's degree from an accredited college or university in management, business administration, or an approved related field may be equated to a maximum of one (1) year of the required experience.

Direct Line of Promotion:

None: This is in the non-competitive class of positions.