

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES

POSITION DESCRIPTION

Position Title	Title Code (s)	Effective	Reissued	Revision
Systems Analyst	039280	5/12/95		

Purpose of Position

Under supervision, implements newly designed systems and parallel systems; revises existing systems, methods, procedures and designs. Performs analysis and modifies systems, procedures and forms to effect improvements, increase effectiveness in process flows and optimization of Corporate productivity.

Major Duties

1. Studies, reviews and analyzes existing systems, methods, procedures and projects to determine whether systems meet the operational needs of the Corporation.
2. Prepares and modifies flow charts, diagrams, reports and other documentation necessary for systems design and modification.
3. Participates in the training of staff in the implementation of new programs and systems design.
4. Prepares manuals of systems and procedures, reviews and modifies existing manuals.
5. Recommends improvements and/or modifications of existing systems in terms of problems, bottlenecks and inadequate utilization of resources.
6. Implements the development of approved systems and sub systems.
7. Designs and implements approved parallel systems to minimize operational problems.
8. Maintains, modifies, improves and monitors existing operational systems, standards of performance, quality of controls and progress of assigned projects with a view towards computer applications.
9. Utilizes industrial engineering techniques and/or administrative management techniques to establish performance standards and input data, and analyzes alternative means of deriving input data and recommends the optimal method.

Qualification Requirements

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

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Qualification Requirements (continued)

2. One (1) year of experience in business, government, hospital, educational institution, or a non-profit organization in analysis, development and implementation of systems, methods and procedures, management information development and data coordination. Familiarity with EDP applications and data processing programs; or
3. A Masters degree in Management, Business Administration, Hospital Administration Management, Public Administration, Accounting or relevant field from an accredited college or university; or
4. A satisfactory combination of education, training and experience.

Direct Line of Promotion

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