

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1620    **TITLE:** COMPUTER SYSTEMS ANALYST III    **GRADE:** S-27

**DEFINITION:**

Under general supervision, to supervise subordinate systems analysts and/or programmers; and/or to perform comprehensive evaluations of existing or proposed computer-based systems; to direct and perform systems analysis and/or project efforts involving computer-based functional requirements; and to do related work as required.

**TYPICAL TASKS:**

Performs detailed, comprehensive cost/benefit studies evaluating existing or proposed systems to assist in decision-making;  
Assists in the preparation of short-range and long-range automation plans for the County Government;  
Supervises and participates in major computer-based systems development and/or systems maintenance applications;  
Performs systems design activities for approved computer-based applications;  
Assists in the evaluation of data elements and the development of a County data base;  
Conducts detailed discussions with representatives of other County agencies to review, evaluate, and analyze existing manual or computer-based problems, to summarize problem characteristics, to define information processing requirements, to suggest procedural and operating improvements and, when appropriate, to define and prepare needed data processing support;  
Presents oral and written reports concerning results of studies and/or project progress reports;  
Reviews system performance and directs corrective action;  
Schedules tasks;  
Assigns work to lower-level systems analysts and programmers;  
Participates in performance evaluations of subordinates.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of programming, systems analysis, and design configurations;  
Ability to develop a total computer-based system, from requirements definition through implementation;  
Ability to evaluate computer systems user agency requests;  
Ability to participate in the computer systems planning function;  
Ability to supervise and coordinate the work of others;  
Ability to develop oral and written presentations.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in computer science or a related field plus four years of systems analysis experience; or a degree in an unrelated field and five years of systems

analysis experience. Two or more years of computer programming experience may be substituted for one year of systems analysis experience.

Relevant education may be substituted for experience as follows:

<u>Education</u>	<u>Years of Experience It May Be Substituted For</u>	<u>Years of Experience Still Required</u>
BA/BS - Computer Science or a Related Field	2	4
BA/BS - Unrelated Field	1	5
AA/AS - Related Field	1	5
Certificate - Data Processing Technical Training	1	5
High School	0	6

REVISED: February 28, 1990  
REVISED: July 3, 1989  
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