



**THE CITY OF OKLAHOMA CITY**  
invites applications for the position of:

## **SYSTEMS ANALYST I**

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**SALARY:** \$59,967.36 - \$91,746.72 Annually

**OPENING DATE:** 01/14/20

**CLOSING DATE:** 01/23/20 11:59 PM

### **DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:**

**NOTE:** *The normal starting salary for this position is \$59,967.36/annually. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

This position is located within the **Information Technology Department** with The City of Oklahoma City and can be assigned to several lines of business within the department. Work is performed on an independent basis, requiring previous knowledge of development and/or support for commercial and custom applications serving a broad range of business needs. **Essential job functions include:** designing, developing, evaluating, acquiring, modifying and maintaining applications and/or systems to be utilized within a large municipal government enterprise. Specific tasks include, but are not limited to technical analysis of business application requirements; preparation of logic flow charts and layout diagrams; evaluation of computer hardware and software specifications; provisions of supportive documentation for work performed; data acquisition and application development; program/system maintenance (tests/modifications); work planning and allocation; and information exchange; analyzing cost statistics and preparing economic comparisons of alternatives. As a technical expert, the employee acts as a liaison between the department, internal customers and/or external vendors. A Systems Analyst I may be responsible for supervising the work performance of Programmers and Programmer/Analysts. Work efforts and final products are reviewed at the discretion of the supervisor.

### **VETERANS PREFERENCE**

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application.

### **JOB REQUIREMENTS:**

#### **JOB REQUIREMENTS - GENERAL**

- Skill in supporting commercial and/or custom applications.
- Skill in developing application documentation for technical and functional users.
- Skill in conducting business application needs assessments.
- Skill in conducting process improvement analysis and defining project requirements.
- Knowledge of standard Project Management methodologies used to implement multi-tier systems, including hardware and application components.

#### **JOB REQUIREMENTS – DEPARTMENTAL SYSTEMS SUPPORT**

- Knowledge of an array of specialized applications supporting municipal government operations such as Public Events Management; Government Agenda Management; Asset Management; and/or Fleet Management applications etc.

### **DEPARTMENTAL PREFERENCES**

- Three years' experience supporting an enterprise, GIS-centric asset management, permit and license management, and/or inventory management solution.
- Three years' experience creating and maintaining reports using Microsoft SQL Reporting Services or similar platform.
- Two years' experience writing SQL queries for reporting and data verification purposes.
- Experience in performing basic business analysis functions for supported customers.
- Experience interacting with GIS spatial data using ESRI desktop and web platforms.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

#### **WORKING CONDITIONS**

- Primarily inside in a climate-controlled environment.
- Subject to frequent low-level noise from data processing equipment.
- Occasionally required to work beyond normal working hours or to change working hours when conducting training or systems analysis.
- Occasional local travel and occasional out-of-town travel.

**NOTE:** Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

#### **PHYSICAL REQUIREMENTS**

- Strength enough to lift and carry items such as computer equipment weighing up to 50 lbs. Additional assistance is provided when lifting and carrying items which weigh over 50 lbs.
- Arm/hand steadiness enough to demonstrate and operate computing equipment such as personal computers, graphic workstation, digitizers, plotters, etc.
- Manual and finger dexterity enough to operate equipment such as personal computers, audio visual, and other training aids.
- Near vision enough to read, write, develop training materials, and systems documentation, etc.
- Speech and hearing enough to communicate clearly and distinctly by telephone and in person.

#### **OTHER NOTES:**

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE:** Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health

screen/physical examination and drug test.

**NOTE:** Completion of the supplemental questions is required. Responses to supplemental questions must be supported by work history/information listed on the application/resume.

**AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives by calling 405-297-2530.

**Recruiter:** RL

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APPLICATIONS MAY BE FILED ONLINE AT:

[www.okc.gov](http://www.okc.gov)

Position #202000282

SYSTEMS ANALYST I

100 North Walker Avenue  
Oklahoma City, OK 73102  
405.297.2303

[careers@okc.gov](mailto:careers@okc.gov)

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**SYSTEMS ANALYST I Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative by calling 405-297-2530.
  - Yes
  - No
- \* 2. Please check all statements that accurately reflect the knowledge and skills you currently possess:
  - Skill in supporting commercial and/or custom applications.
  - Skill in developing application documentation for technical and functional users.
  - Skill in conducting business application needs assessments.
  - Skill in conducting process improvement analysis and defining project requirements.
  - Knowledge of standard Project Management methodologies used to implement multi-tier systems, including hardware and application components.
  - Knowledge of an array of specialized applications supporting municipal government operations such as Public Events Management; Government Agenda Management; Asset Management; and/or Fleet Management applications etc.
- \* 3. If you have skill in supporting commercial and/or custom applications, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 4. If you have skill in developing application documentation for technical and functional users, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 5. If you have skill in conducting business application needs assessments, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

- \* 6. If you have skill in conducting process improvement analysis and defining project requirements, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
  
- \* 7. If you have knowledge of standard Project Management methodologies used to implement multi-tier systems, including hardware and application components, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
  
- \* 8. If you have knowledge of an array of specialized applications supporting municipal government operations such as Public Events Management; Government Agenda Management; Asset Management; and/or Fleet Management applications etc., please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
  
- \* 9. Please check all statements that accurately reflect the experience you currently possess:
  - Three years' experience supporting an enterprise, GIS-centric asset management, permit and license management, and/or inventory management solution.
  - Three years' experience creating and maintaining reports using Microsoft SQL Reporting Services or similar platform.
  - Two years' experience writing SQL queries for reporting and data verification purposes.
  - Experience in performing basic business analysis functions for supported customers.
  - Experience interacting with GIS spatial data using ESRI desktop and web platforms.
  
- \* 10. If you have three years' experience supporting an enterprise, GIS-centric asset management, permit and license management, and/or inventory management solution, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
  
- \* 11. If you have three years' experience creating and maintaining reports using Microsoft SQL Reporting Services or similar platform, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
  
- \* 12. If you have two years' experience writing SQL queries for reporting and data verification purposes. please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
  
- \* 13. If you have experience in performing basic business analysis functions for supported customers, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
  
- \* 14. If you have experience interacting with GIS spatial data using ESRI desktop and web platforms, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.

\* Required Question