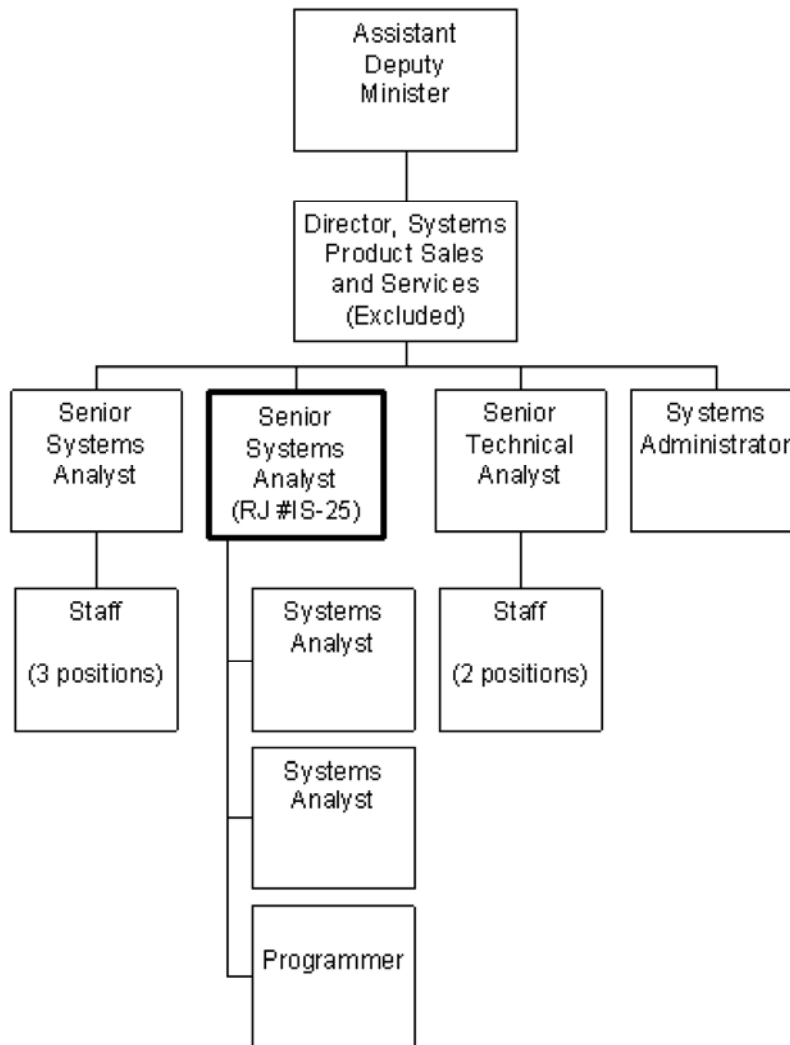|	
Position:	**Reference Job #IS25**
Ministry:	Government Services
Working Title:	**Senior Systems Analyst**
Branch:	Product Sales and Services
Level:	Range 30
Location:	Victoria
NOC Code:	2162

PRIMARY FUNCTION

To manage the design, development, enhancement and maintenance of computer information systems which support the Product Sales and Services organization, including Queen's Printer, BC Mail Plus, Warehousing and Asset Investment Recovery (WAIR), Office Products Centre and Product Distribution Centre.

JOB DUTIES AND TASKS

1. Manages the design, development, enhancement and maintenance of applications such as the Postal Mail Plus System and Postal Mailing List System for users across government
    a. conducts Joint Application Design (JAD) sessions to gather client information and travels to offices outside of Victoria to conduct JAD sessions
    b. analyzes client's requirements and translates into system specifications
    c. develops technical specifications and requirements for new systems or enhancements
    d. identifies, estimates and schedules project activities and resources required
    e. manages, organizes, monitors, tracks and compares project progress against planned milestones, and adjust as required
    f. prepares project management charts, model diagrams and documentation for clients and staff
    g. ensures client's priorities, resources, timelines and other issues are addressed
    h. writes contract specifications for new systems and verifies satisfactory contract performance
    i. provides input on hardware/software acquisitions, contingency planning, disaster recovery and security
    j. ensures diagnosis, prioritization and resolution of escalated systems problems
2. Provides database administration for client applications on multiple platforms in various locations
    a. plans and manages storage/systems capacity
    b. manages database tuning and security administration
    c. determines and coordinates software upgrade requirements
3. Manages change control processes for software releases, hardware upgrades and application upgrades
    a. advises clients of planned releases/upgrades
    b. schedules releases/upgrades during off-hours and ensures all backups are completed
    c. arranges for user testing and ensures safe roll-out and implementation
4. Supervises systems analysts (3 FTEs)
    a. supervises staff, including hiring and training
    b. plans, assigns and reviews work

      c.   sets work priorities and standards

      d.   appraises work performance

5.   Performs other related duties

      a.   prepares or oversees preparation of data models such as CASE tools, RDBMS products and 3GL/4GL

      b.   oversees the installation, maintenance and upgrading of UNIX and Novell client server systems

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                        │   Assistant     │
                        │    Deputy       │
                        │   Minister      │
                        └────────┬────────┘
                        ┌────────┴────────┐
                        │Director, Systems│
                        │ Product Sales   │
                        │  and Services   │
                        │   (Excluded)    │
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  │ Systems  │   │  Systems     │  │Technical │   │Administrator │
  │ Analyst  │   │  Analyst     │  │ Analyst  │   │              │
  │          │   │ (RJ #IS-25)  │  │          │   │              │
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  │          │   │  Analyst     │  │          │
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                 │  Systems     │
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                 │  Programmer  │
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FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	**JOB KNOWLEDGE** Understand all related issues of a significant program to plan the design, development, enhancement and maintenance of Product Sales and Services applications such as Mail Plus and WAIR Asset Management System; administer databases on multiple platforms; manage change control processes for software releases and hardware/application upgrades; and provide input to technology acquisition, security, contingency planning and disaster recovery.	I	305
2	**MENTAL DEMANDS** Judgement to evaluate effectiveness of development, enhancement and maintenance of Product Sales and Services information systems; ensure the diagnosis and resolution of escalated systems problems; ensure inter-ministry access to applications; manage change control processes for software releases and hardware/application upgrades; develop data models and diagrams for development staff.	H	250
3	**INTERPERSONAL COMMUNICATIONS SKILL** Persuasion required to use basic counselling skills to discuss performance problems with employees supervised and provide advice for improvement.	D	45
4	**PHYSICAL COORDINATION AND DEXTERITY** Moderate coordination and dexterity required to use computer keyboard with some requirement for speed to develop, design and document systems.	C	15
5	**RESPONSIBILITY FOR WORK ASSIGNMENTS** Guided by general policies and technical standards, plan and organize systems development, enhancement and maintenance for government-wide Product Sales and Services projects such as the Postal Mail Plus System; administer databases and make recommendations on technology acquisition, security, contingency planning and disaster recovery.	G	190
6	**RESPONSIBILITY FOR FINANCIAL RESOURCES** Considerable financial responsibility to develop contract language for new systems development for Product Sales and Services applications and certify satisfactory contract performance.	F	43

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	**RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION** Major level of responsibility for corporate systems development, enhancement and maintenance for the Purchasing Commission.	F	43
8	**RESPONSIBILITY FOR HUMAN RESOURCES** Responsibility to supervise staff, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	**RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS** Limited care and attention to occasionally drive to offices to conduct JAD sessions.	B	10
10	**SENSORY EFFORT/MULTIPLE DEMANDS** Focused sensory concentration to frequently prepare reports and read documentation.	C	12
11	**PHYSICAL EFFORT** Moderate physical effort to occasionally lift and carry moderate weight computer equipment.	C	12
12	**SURROUNDINGS** Exposure to occasional overnight to travel to offices outside of Victoria to conduct JAD sessions.	A	2
13	**HAZARDS** Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 951

Level: Range 30