

CITY OF LOMA LINDA  
INFORMATION SYSTEMS ANALYST IV

DEFINITION

Under direction, performs work involved in the analysis, design, modification, implementation and maintenance of the City's Communication Network; performs related duties as required.

CLASS CHARACTERISTICS

This class is assigned to the Department of Information Services. It is characterized by the responsibility for the analysis, planning and implementation of all components of the City's telecommunication system.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Analyze current and historical service levels, traffic patterns and feature usage, and recommend and implement software changes/upgrades to maximize efficiency.
2. Project and analyze user needs and developments in the telecommunications industry and develop means of accommodating future system demands.
3. Conduct comparative and cost analyses of system expansions and enhancements; formulate short and long-term plans; design network topology and develops specifications and work with contractors to implement same.
4. Evaluate the cable plant and recommend strategies for optimizing existing lines without major plant expansion.
5. Study overall switch and microwave alarm patterns and determine methods for averting patterned outages.
6. Evaluate system reports and develop cost effective recommendations to improve service delivery and system reliability.
7. Maintain and examine network history logs and alters network operations modes for the purpose of conducting performance studies.
8. Plan strategic and tactical disaster recovery survival scenarios based on different threat levels.
9. Assist with the preparation of the Information Systems and Connected Community Program budget; compile equipment and materials lists and projects costs.
10. Ensure that adequate replacement parts are kept in network equipment inventory for repairs and anticipated changes.
11. Develop and control security mechanisms to ensure against unauthorized access to the network and control equipment.
12. Maintain records and prepare and submit reports and correspondence as required by immediate supervisor.
13. Provide vacation and temporary relief as required.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include the equivalent to graduation from a four-year college or university with major coursework in computer science, information systems management or related field; and three years of progressively responsible related experience in information systems design, implementation and operations including supervision and management. Experience in project development and implementation is highly desirable. Additional qualifying work experience may be substituted for the required education.

### Knowledge, Skills, and Abilities

Knowledge of current principles, practices and techniques related to the operation of data processing equipment and peripherals; data management program development; programming languages and available hardware/ software packages; telephone, voice mail and networking programs; budget preparation/administration; research techniques, methods and procedures

Ability to accurately evaluate and prioritize hardware and software requests; recommend purchase of equipment, services and supplies; analyze, interpret and report research findings; test and debug computer systems and determine optimal system performance; coordinate data processing activities with other City departments and with outside agencies; assist other City staff in identifying data processing needs; prepare and present concise oral and written reports; organize work, set priorities, and exercise sound judgment; establish and maintain effective working relationships.

### Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.

Incumbent must successfully complete a one-year probationary period.

## WORKING CONDITIONS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; occasional lifting up to seventy-five pounds such as files, stack of papers, reference books, and computer components; exposure to confining work space and electrical hazards.