City of Dallas
Classification Specification

Title:	**Departmental Technology Analyst**	**Class Code:**	**36100**
Application:	**Career Series**	**Pay Grade:**	**I**
Supplemental/Code:	**Administrative/1**	**Established:**	**10/01/94**
FLSA Status:	**Exempt**	**Revised:**	**01/01/09**

Position Purpose:

Provide analysis, programming, and testing to support the maintenance of departmental proprietary and process control computer operations, and the management and analysis of department databases.

Essential Functions:

1. Analyzes objective of department programs and the information requirements. Designs and maintains computer database to gather data and classify information.

2. Maintains computer operating software, hardware, and network configuration within a department or division.

3. Evaluates and plans software and hardware purchases to maintain and improve the system. Prepares cost analyses of maintenance and enhancement of existing programs and hardware.

4. Writes programs to extract information from the databases, develops formats and reports of information obtained.

5. Runs computer programs to analyze data received from electronic sensors, writes programs to compile information; sets parameters of the data gathered.

6. Maintains several interrelated computer and data base information systems. Develops and updates documentation of programs and systems, including change orders.

7. Analyzes network problems, and resolves technical difficulties.

8. Modifies and maintains existing applications and software to improve system efficiency.

9. Analyzes programs and user problems to determine corrective action necessary to resolve new design.

10. Trains users, technicians, and less experienced personnel in using the system.

11. Assigns and oversees work of technicians monitoring field sensors.

12. Prepares and uses mathematical models on mainframe systems to answer engineering, scientific, or business related questions, involving reservoir levels, water flow, financial analysis, and other scenarios.

13. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of multiple programming languages, such as C, Visual Basic, RMS, QNX batch, COBOL, FORTRAN, VMS batch or related language.

Thorough knowledge of computer hardware, and two or more operating systems.

Thorough knowledge of network systems and configurations, such as ethernet and microwave.

Knowledge of Programmable Logic Controllers (PLC), Environmental Data Acquisition Terminal (EDAT), and Supervisory Control and Data Acquisition (SCADA).

Ability to analyze information logically and propose computer based solutions.

Ability to provide guidance to less experienced technical personnel.

Ability to communicate technical information orally and in writing.

Ability to perform repair and maintenance on computer hardware.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

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Working Conditions and Hazards:

Works in office environment majority of time; exposed to field conditions when visiting monitoring sites.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.