SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN LUIS OBISPO

AUTOMATION ANALYST I/II

DEFINITION

Under minimal direction, the Automation Analyst I/II analyzes, designs, constructs and implements the most difficult, large scale and/or complex data processing solutions on a variety of system platforms which include: personal computers, local/wide area networks, servers and large scale mainframe systems to meet enterprise requirements. Performs other work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Automation Specialist I/II/III and in that the latter classifications operate with less autonomy and overall scope of responsibility. This classification is distinguished from the Infrastructure Analyst in that the Automation Analyst I/II is focused directly on the design, delivery and overall support of business solutions, rather than on systems related to the Court's technical infrastructure.

Automation Analyst I:

This is the entry-level position for the Automation Analyst series. Under general direction incumbents perform technical duties in the programming, development and analysis of assigned computer systems.

Automation Analyst II:

This is the journey-level position for the Automation Analyst series. Under direction incumbents perform complex technical duties in programming, development and analysis on assigned computer systems as well as providing training and work direction to assigned staff.

TYPICAL TASKS

- works independently on large-scale and/or complex data processing projects;
- acts as a project leader and coordinates activities of assigned staff;
- performs system as well as business analysis;
- develops system designs;
- programs system components;
- oversees system development and implementation;
- training coordination for staff in the use of a variety of automated systems;
- develops thorough knowledge of automated systems throughout the court including those that are used to communicate with other State agencies.

EMPLOYMENT STANDARDS

Knowledge of:

- principles of project planning and management;
- principles, practices and techniques of systems analysis and design;
- extensive knowledge of a variety of programming languages including COBOL, Visual Basic, Net or PHP, and/or other fourth generation programming languages;
- knowledge of system administration on a Microsoft network;
- modern system design and programming techniques;
- software documentation practices;

- user training needs analysis techniques;
- user training/learning concepts;
- accounting methods, mathematical and statistical modeling applicable to data processing;
- significant knowledge of Court department operations as well as Court business partner interactions, including the County, the AOC and other trial courts.

Ability to:
- perform system analysis and design on a large, difficult and/or complex data processing systems, particularly those systems involving multi-users;
- apply logic and draw valid conclusions;
- think creatively to develop effective solutions to complex problems in a variety of situations;
- establish and maintain effective relationships.

PHYSICAL CHARACTERISTICS
The ability to bend, stoop, reach, push, pull and use a step stool to reach supplies stored above shoulder height; lift and carry items up to 30 lbs; speech and hearing sufficient to communicate effectively in an office environment; manual dexterity to operate a computer keyboard; sit at a desk or computer for extended periods of time. Personal mobility to work in various office and courtroom locations.

EXPERIENCE/EDUCATION
Graduation from an accredited four year college or university with a degree in management information systems, data processing, computer science or a closely related field, **-AND-** two years as a senior systems analyst/programmer or comparable position. (Job related work experience in systems analysis, PC or mainframe computer or programming operations may be substituted for the required education on a year-for-year basis up to a maximum of two years.)

Automation Analyst II:
The above plus:
Two years of experience in analysis, programming, and/or database administration.