

APR 12 2021

Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Dan Milam

TODAY'S DATE: 04-06-2021

DEPARTMENT:

Information Technology

SIGNATURE OF DEPARTMENT HEAD:

Dan Milam

REQUESTED AGENDA DATE:

04-12-2021

SPECIFIC AGENDA WORDING:

Consideration to Add the Position of System Analyst Grade Level 111 to the 2020-2021 IT Budget (Months of August and September) with the Total Cost (Salary and Fringes) of \$12,663.38 – Information Technology

PERSON(S) TO PRESENT ITEM:

Dan Milam

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 10

ACTION ITEM: XX

WORKSHOP:

(Anticipated number of minutes needed to discuss item)

CONSENT: _____

EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:

IT DEPARTMENT: _____

AUDITOR:

PURCHASING DEPARTMENT:

PERSONNEL:

PUBLIC WORKS:

BUDGET COORDINATOR: _____

OTHER:

*******This Section to be completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

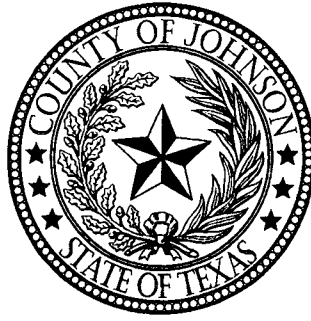
COURT MEMBER APPROVAL _____

Date _____

Department	Positions	Pay Rate	Fringe	Approx Annual Cost	Total Cost	August & September 2021 Budget
System Analyst	1	\$62,605.00	\$12,409.08	\$75,014.08	\$75,014	\$12,663.38
Kronos	260	\$144.60	\$0.00	\$37,596.00	\$3,133	\$6,266.00
Microsoft	260	\$237.00	\$0.00	\$61,620.00	\$5,135	\$10,270.00
				\$174,230.08	\$83,282	\$29,199.38

Exhibit A

Notes
 This would be a system analyst to work with Correction Officers, Nurses and new jail employees.
 Payroll and timekeeping software
 E-Mail and Office software



Job Title	Systems Analyst		
Pay Grade	111	FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs daily operation of large, complex computer systems. Analyzes application functionality, tests and resolves applications issues. Designs and updates specific departmental reports.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs the activities of the department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Assists in analyzing routine to moderately complex procedures and systems of an operational sequence for released and developing software.
- Provides first level support and troubleshoots software issues and identifies modifications needed in existing applications.
- Collaborates with 3rd party to upgrade and update solutions and perform ongoing maintenance.
- Evaluates and checks semi-routine to moderate programs.
- Details the system requirements, forms designs and processes charts.
- Assists in defining and analyzing forms, filing and documenting flow with regard to feasibility of converting existing processing methods to electronic data processing.
- Answers the telephone and works with the end user software needs.
- Trains client personnel, providing support and creating reports and documentation as well as identifying Business Rules.
- Maintains detailed accounting of users and security access to system software. Audits, modifies and amends user accounts as necessary.
- Consults with County Offices to ensure agreement on system functionality.

- Coordinates with Departments to install the applications client as requested.
- Performs other related duties of a similar nature and level as assigned.
- Employees are required to comply with safety regulations, procedures, protocols, OSHA standards, and wear personal protective gear if required.

MINIMUM QUALIFICATIONS

Education and Experience

Associate's degree, with 1 to 3 years related experience. Combination of education and experience sufficient to successfully perform the essential functions listed above can be substituted.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of Government functions
- Knowledge of County Government
- Analytical processing skills
- Communication and customer service skills
- Knowledge of computer Technology and specific application systems
- Work independently
- Read, analyze, and interpret standards, policies, procedures, and regulations
- Develop and write reports, policies, and correspondence
- Define problems, collect data, establish facts, and draw valid conclusions
- Exercise good judgment and focus on detail as required by the job
- Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Use (or learn to use) computer software and systems applicable to the position
- Follow oral and written instructions and procedures
- Collect, organize, and interpret data and prepare accurate records
- Compare data from a variety of sources for accuracy and completeness
- Organize large volumes of detailed data and information
- Verify and maintain accuracy of detailed data and information, detect data errors
- Meet schedules and deadlines of the work unit
- Maintain well-organized materials, files, systems and tools
- Adapt to changes in work situations and priorities
- Reason/analyze; use logic to identify and resolve problems
- Evaluate, organize, and summarize data and information
- Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position typically requires fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching and reaching.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Performing the essential functions typically requires exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Johnson County is an Equal Opportunity Employer.

Date created:	02/06/15
Dates revised	