

CLASS SPECIFICATION

Yuba County Superior Court

January 03

**CLASS TITLE: COURT INFORMATION SYSTEMS ANALYST III -
CONFIDENTIAL**

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Analyze and implement appropriate solutions for computer and data processing needs; provides technical support, analysis and training to court employees in the use of information systems and equipment; assists in managing court information systems projects. Plans, designs, writes and proposes difficult and complex systems and procedures to enhance the efficiency of these processes; personally performs the more complex and technically difficult information system functions; performs related duties as assigned.

CLASS CHARACTERISTICS:

This is the advance journey level classification for the Court Information Systems Analyst I and II in that incumbents function as lead programmers and/or system analysts for complex court projects. Incumbents define goals and objectives for the court and develop standardized hardware and software acquisition parameters and programming methodology for use in the courts; serve as resident experts for specific software packages; develop, coordinate and actively participate in staff training programs to optimize the utilization of all available software applications and related automated systems. Successful performance of the work requires a thorough knowledge of departmental policies, procedures, activities and complex systems design and programming and the ability to exercise independent judgment within established guidelines.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- Assist in the preparation, development, justification and administration of the court=s budget and expenditures.
- Develop standards for hardware and software acquisition; develop a standardized programming methodology for court applications.
- May act as the liaison to the County Information Services Department to maintain consistency in the implementation of automated systems and technology.
- Manages project resources, ensuring that activities are performed according to estimated timelines and estimated project costs.
- Ensure that production system problems are identified and resolved in a timely manner.
- Design new work strategies to maximize efficiency of automated systems.
- Assist in overseeing the operation, upgrading and maintenance for the mid-range (AS-400) computer and related peripherals of the court automated system, utilize vendor assistance appropriate.
- Confer with users to determine computer and systems needs, review and evaluate alternatives and recommend appropriate software and hardware, design custom applications for use in the court system.
- Plan for expansion and utilization of the court technology infrastructure and confer with the County Information Services Department to maintain consistency and connectivity with outside department.
- Evaluate vendor proposals and negotiate contracts for purchases of application software/hardware and services to assure adherence to application specification.
- Assess the court=s technology requirements and recommend system upgrades and alternatives.
- Prepare hardware and software documentation for court usage; index files and make available prepared information and documentation for staff.
- Train court staff in the use of hardware and software to maximize the efficiency of technology within the court.
- Act as liaison to contract hardware and software vendors and notify such agencies when service or repair is required.
- Maintain records and prepares periodic and special reports related to the work of the court; maintain inventories for the court.

- Maintain current knowledge of hardware, software, network technology, county standards and recommends upgrades and improvements to court administration.
- Attend technology training or classes, vendor presentations, trade shows and seminars to acquire and utilize new ideas, techniques and expertise.
- Use standard office equipment in the course of the work; use hand and power tools to install hardware and cabling.

QUALIFICATIONS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Functions operations and terminology of the court.
- Hardware, software and network applications utilized by the courts.
- Systems and procedure analysis methods and techniques for personal computers and networks.
- Form and documentation design techniques.
- Principles of court purchasing and contract administration.
- Safety practices related to the work.
- Record keeping principles and practices.
- Techniques for dealing with staff, other agencies and the public, in person and over the telephone.
- Local Area Network (LAN) administration and networking engineering principles including server/client protocols; advanced terminology used in electronic data processing and information systems.

Ability to:

- Read, interpret and apply complex technical publications, manuals and other documents.
- Analyze complex data and information systems problems, evaluate alternatives and make sound logical recommendations based on findings.
- Exercise sound independent judgment within general policy guidelines.
- Gather and analyze complex data, conduct feasibility studies to determine needs and implement findings.
- Provide technical training and assistance to court personnel.
- Represent the court effectively with county departments and outside agencies.
- Understand and implement verbal and written instructions.
- Write clearly and concisely; communicate effectively both verbally and in writing.
- Work cooperatively with those contacted in the course of work.
- Maintain and research technological changes and developments in the computer

hardware and software industry.

- Exercise initiative in developing and applying effective operating procedures applicable to information systems and office automation programs in a multiple operating system environment.

- Prepare clear, concise and comprehensive technical reports, organize and interpret data pertinent to workload management; prepare mathematical calculations accurately.

Education:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills is outlined below.

Equivalent to graduation from a FOUR year college or university with major course work in computer science, management information systems or a closely related field and FOUR years of progressively responsible data processing experience performing systems analysis, design programming and acquisition of mini-computer hardware and software of several government or business operations. Some project management or teaching experience is desirable.

Working Conditions

Specified positions may require being able to pass a detailed background investigation.

Physical Demands:

Mobility to work in a typical office setting and use standard office equipment and drive a motor vehicle. Stamina to remain seated and maintain concentration for an extended period of time. Vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone, sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of computer equipment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

CLASS SPECIFICATION

Yuba County Superior Court

January 03

**CLASS TITLE: COURT INFORMATION SYSTEMS ANALYST I/II -
CONFIDENTIAL**

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Analyze and implement appropriate solutions for computer and data processing needs; provide technical support, analysis and training in the use of information systems and equipment; troubleshoot systems problems; perform related work as assigned.

CLASS CHARACTERISTICS:

Court Information Systems Analyst I

This is the entry level in this professional class series. Initially, under close supervision, incumbents perform the more routine maintenance and upgrading of applications for the mid-range computer systems for the court, while learning department functions and procedures. As experience is gained, assignments become more complex and are performed more independently. This class is alternately staffed with Court Information Systems Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the requirements of the higher class.

Court Information Systems Analyst II

This is the experienced level in the class series, fully competent to perform the range of systems design and troubleshooting for all court computer systems and associated networks and personal computers.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- Provide technical expertise for court information systems; manage system security; assist in providing training programs for court staff in the use of hardware and software applications.
- Install and maintain networking hardware, software and related services for

the court.

- Design and maintain databases.
- Maintain a strong sense of current and future shifts in technology in court information systems.
- Assist in facilitating data conversions.
- Pull and route network cabling for new installations.
- Respond to emergency hardware and software problems; troubleshoot problems and resolve or contact vendor staff.
- Assist in implementing departmental computer applications involving both local area networks and wide area networks.
- Install and test personal computer and network hardware and software; recommend systems upgrades and investigates alternatives, depending upon defined departmental needs.
- Plan and develop test data to validate new or modified applications; design input and output forms and report using standard software options.
- Perform mechanical and electronic repair on computers, monitors, keyboards, printers, networks hardware and other peripherals, perform periodic cleaning and adjustment to hardware.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

COURT INFORMATION SYSTEMS ANALYST I:

- Systems and procedures analysis methods and techniques for personal computers and networks.
- Form and documentation design techniques.
- Hand and power tools related to the work.
- Safety practices related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping principles and practices.

- Basic accounting, statistical and business administration concepts.
- Basic public purchasing principles.
- Techniques for dealing with the public and staff, in person and over the telephone.

COURT INFORMATION SYSTEMS ANALYST II - IN ADDITION TO THE ABOVE

- Functions, operations and terminology of the court.
- Hardware, software and network applications utilized by the court.
- Operation, maintenance and troubleshooting practices unique to the court.

Ability to:

COURT INFORMATION SYSTEMS ANALYST I:

- Evaluate personal computer and network applications and select those that meet user needs.
- Provide a help desk assistance for personal computer users.
- Install personal computer and network hardware and software.
- Instruct staff in the use of new or revised computer applications, including explaining technical concepts to non-technical users.
- Preparing clear and concise program documentation, user procedures, reports of work performed and other written material.
- Use initiative and sound independent judgment within established procedural guidelines.
- Organize own work, setting priorities and meeting critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

COURT INFORMATION SYSTEMS ANALYST II - IN ADDITION TO THE ABOVE

- Modify and customize software to meet court needs.
- Review and resolve computer and network hardware and software systems problems.
- Analyze departmental hardware and software needs and evaluate equipment available in the market to meet these needs.
- Troubleshoot personal computer and mid-range computer hardware and software problems and assist court personnel as required.

Education:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

COURT INFORMATION SYSTEMS ANALYST I:

Graduation from a FOUR year college or university with major course work in computer science, management information systems, business or public administration or a field related to the work. TWO years of professional level experience in a computer systems operations or support position performing analysis, design and programming for personal computer support or information systems management may be substituted for the education.

COURT INFORMATION SYSTEMS ANALYST II

In addition to the above, TWO years of performing professional level computer systems analysis, installation, maintenance and troubleshooting at a level equivalent to Court Information Systems Analyst I. The experience must have provided a knowledge of mini or mid-range computer systems.

Working Conditions:

Specified positions may require being able to pass a detailed background investigation

Physical Demands:

Mobility to work in a typical office setting and use standard office equipment and drive a motor vehicle. Stamina to remain seated and maintain concentration for an extended period of time. Vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone, sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of computer equipment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.