

**BROWARD COUNTY ADMINISTRATOR**  
**CLASS DESCRIPTION, 2006**

**POSITION TITLE: AS/400 SYSTEMS ANALYST**

**GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to provide high-level technical & analytical support, and implementation of the AS/400 system for the Court Administrator's Office. Employees in this classification are responsible for AS/400 support functions to include, but not necessarily limited to, research, installation, testing, maintenance, and customization of AS/400 related systems and applications. Key functions include AS/400 change control management, security, disaster recovery & AS/400 Network Integration, Research, Project Management, and Deployment. Position participates in the design, development, and implementation of data networks and application software. Performs related work as required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Performs advanced troubleshooting, and assists technical staff in diagnosis and resolution of complex hardware, software, repair, and systems maintenance problems. Knowledge of computer capabilities, operating systems and local area networks.

Performs research, installation, upgrades and customization of operating systems, application software, hardware, communication software/protocols, and associated support services.

Evaluates and implements new processes, systems hardware and software and responds to requests for network hardware/ software systems needs. Supports Networking and Systems departments for AS/400 related issues.

Gathers failure information and assists in resolution for AS/400 problems. Performs operation tasks on the AS/400, Administers OS/400 security –user profiles, libraries, and objects. Performs backup/recovery/storage processes.

Technical support of all AS/400 environments running on multiple LPAR's.

Maintains Email, message filtering systems, Intranet messaging, fax system, web applications, and related reporting and troubleshooting.

Performs testing and diagnosis of hardware, software and system faults; provides resolution accordingly.

Maintains current knowledge of trends and developments in AS/400 for application to functions under charge. Researches and recommends Data Center Architecture, System Performance and Capacity Planning.

## **AS/400 SYSTEMS ANALYST**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential job function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Computer Science, Information Technology, or related field; supplemented by minimum four (4) years progressively skilled experience in the field of management information systems, server systems administration and technical support of data center operating systems; including installation and skilled diagnosis of network and system requirements or an equivalent combination of education, training, and experience.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in refreshing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment and/or requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; interpret schematics, diagrams, and graphs; utilize principles of geometry and algebra.

**Functional Reasoning:** Requires ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to techniques to problem resolution. objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous, violence, disease, or pathogenic substances.

The Broward County Court Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County Court Administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.