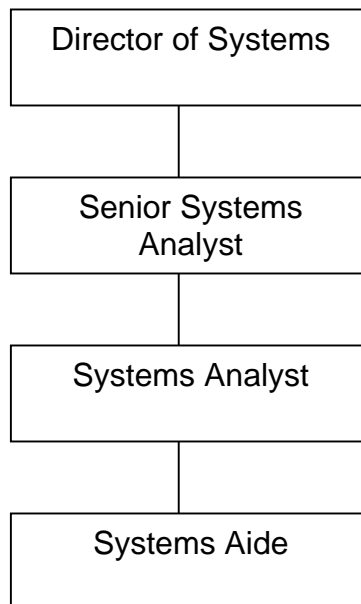


**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR SYSTEMS AIDE AND  
SYSTEMS ANALYST**

This information is being given to you to describe potential opportunities as a Systems Aide and Systems Analyst. The career ladders that Systems Aides and Systems Analyst most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at [www.lacity.org/PER](http://www.lacity.org/PER) or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



**OTHER POSSIBLE PROMOTIONAL OPPORTUNITIES FOR SYSTEMS AIDE AND  
SYSTEMS ANALYST**

Programmer/Analyst  
Systems Programmer

Specialized experience and/or education is ordinarily required to qualify for these promotional opportunities.

**Duties:**

**Systems Analyst** – Analyzes procedures, methods and operations of computer-based information systems; designs, implements, and recommends local area network and wide

area network information systems to improve the efficiency and economy of city operations; performs cost benefit and feasibility analyses related to the modification of existing computer-based information systems, the maintenance and support of information systems, or the implementation of new computer-based systems; and access information from automated files using high-level retrieval languages.

Senior Systems Analyst – Analyzes procedures, methods, operations and computer-based information systems; designs, develops, implements, maintains and recommends information systems to improve efficiency and economy of City operations; performs technically complex and/or critical systems analysis and design activities; installs, modifies and adapts software applications and may perform similar work with systems software in personal computer, client-server and enterprise server installations; designs, develops, installs, maintains, manages, and administers local area networks or wide area networks; plans, directs, reviews, evaluates and coordinates the work of professional employees engaged in these activities; performs cost/benefit analyses related to the modification of existing systems or the implementation of new systems; may perform project management activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **Requirements:**

#### Systems Analyst:

1. Graduation from a recognized four-year college or university with a major in Computer Science or Information Systems; or
2. Graduation from a recognized four-year college or university and two years of full-time paid experience in a class at the level of Management Assistant which provides experience in:
  - a. the development, analysis, implementation or major modification of new or existing computer-based information systems; or
  - b. performing cost benefit, feasibility and requirements analysis for a computer-based information system; or
  - c. performing system implementation activities including software and hardware acquisition, installation, modifications to system configuration, system and application upgrade installation; or
3. Two year as a Systems Aide with the City of Los Angeles; and
  - a. Satisfactory completion of four courses, of at least three semester or four quarter units each, in Information Systems, Systems Analysis, or a closely related degree program, professional designation, or certificate program from a recognized college or university.
  - b. At least three of the courses must be from the core courses required in the program, and one course may be from either the required core courses or the prescribed elective courses of the program. A course in systems analysis and design is especially desired, but not required.
4. Submission of the Systems Analyst Supplemental Training and Experience questionnaire and the City Application form at the time of filing.
5. Achievement of a qualifying score on the qualifying written test for Systems Analyst. The qualifying score will be determined subsequent to test administration and will be based on the overall performance of the candidate group and the projected number of vacancies.

### Senior Systems Analyst:

Two years of full-time paid experience in a class at least at the level of Systems Analyst in the analysis, design, development and implementation of computer-based information systems.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9200, in Room 380, Personnel Building.