

## SENIOR PUBLIC SAFETY INFORMATION ANALYST - 389

### **DEFINITION OF WORK**

Under regular supervision, performs difficult technical and professional work involving information systems development and design; does related work as required.

### **EXAMPLES OF WORK**

Designs and implements new information systems and modifies existing information systems; develops and validates data base; designs reports to provide data related to departmental management objectives; trains personnel in the use of source documents, coding structure, data collection and the preparation of source information for data processing; designs and develops source documents, screen layouts, data dictionaries and user's manual; conducts analysis of incident data; constructs pictorial and graphic representations; develops and implements informational surveys; assists in the development and production of periodic evaluations of administrative, planning and operational objectives; designs program logic flow charts, blocks diagrams and codes program logic instructions; develops graphs, tables and supporting documentation for budget preparation.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major course work in statistics, economics, computer science or related field, and considerable experience in the development of information systems.

Knowledge, Skills and Abilities: Thorough knowledge of the principles and techniques used in the development and preparation of information systems and computer programs; thorough knowledge of the use of statistical method to develop, analyze and evaluate information systems; general knowledge of the operation, uses and capabilities of computers and related equipment; thorough knowledge of the principles of mathematics and statistical methods; ability to follow oral and written instructions; ability to prepare technical reports as required; ability to establish and maintain effective working relationships with fellow employees, superiors and other departments.

