

## EDITED KSA LISTING

### CLASS: SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1.	Extensive knowledge of Information Technology (IT) principles and of public administration, organization, and management to effectively perform assigned duties.
K2.	Extensive knowledge of information technology systems equipment, software, and practices as it relates to the IT environment to effectively perform assigned duties.
K3.	Extensive knowledge of analytical techniques needed to review and analyze information to determine options and recommend viable solutions.
K4.	Extensive knowledge of technical report writing to accurately and effectively communicate job related information.
K5.	Extensive knowledge of the principles of personnel management and supervision, including laws, rules, regulations, collective bargaining agreements, etc., related to employment to effectively supervise staff.
K6.	Extensive knowledge of the principles of career development and training to ensure staff development and upward mobility needs are met.
K7.	Extensive knowledge of the department's Equal Employment Opportunity objectives to prevent discrimination, violence, and sexual harassment in the workplace.
K8.	Extensive knowledge of a supervisor's role in the Equal Employment Opportunity and in the processes available to achieve equal employment objectives.
K9.	<b>Extensive knowledge of the System Development Life Cycle (SDLC) principles and methods to effectively perform assigned duties.</b>
K10.	<b>Extensive knowledge of training techniques to effectively educate IT customers and staff.</b>
K11.	<b>Extensive knowledge of departmental and IT policies and procedures to conform to industry and state IT best practices.</b>
K12.	<b>Extensive knowledge of information security practices to properly protect the department's information and IT assets.</b>
K13.	<b>Extensive knowledge of project management principles, practices, and procedures to ensure delivery of quality IT products and services.</b>
K14.	<b>Extensive knowledge of state procurement policies and procedures in order to properly procure goods and services.</b>

Bold text-indicates not on Classification Spec.

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	<b>Skill to:</b>
<b>S1.</b>	Effectively apply creative and logical thinking in the design methods of processing information with IT to design effective solutions.
<b>S2.</b>	Effectively monitor, identify, and troubleshoot to resolve problems of IT hardware, software, and processes.
<b>S3.</b>	Analyze information and situations to identify problems, reason logically, and draw valid conclusions in order to determine and implement effective solutions.
<b>S4.</b>	Utilize interpersonal skills to establish and maintain productive working relationships with others.
<b>S5.</b>	Communicate effectively both written and verbally in order to exchange and/or provide information to staff and others.
<b>S6.</b>	Utilize interpersonal skills and technical knowledge to supervise and perform quality control over the work of technical personnel.
<b>S7.</b>	Effectively contribute to employee recruitment, hiring and individual development to achieve equal opportunity objectives as defined by departmental regulations, and state and federal law.
<b>S8.</b>	<b>Effectively review, edit, evaluate, and prepare written documents to produce quality products.</b>

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	Ability to:
A1.	<b>Supervise, coach, and mentor staff working both independently and in teams to perform assigned tasks.</b>
A2.	<b>Reason logically to perform analytical and supervisory tasks.</b>
A3.	<b>Prioritize and manage multiple tasks in order to manage time efficiently.</b>
A4.	<b>Apply creative thinking to develop solutions.</b>