



## CLASS TITLE | SYSTEMS ANALYST III

PAY GRADE: IT-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 09/17/2025

CLASS CODE: 2680

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**PURPOSE OF THE CLASSIFICATION:** Under direction performs complicated programming, systems analysis and design, and maintenance support for information technology applications; and performs other duties as assigned.

### ESSENTIAL TASKS:

- Plans, analyzes, evaluates, designs, programs, and maintains new and modified applications of moderate size and significant complexity
- Performs systems analysis and design, including database design of moderate size and significant complexity
- Performs testing, debugging, and related implementation tasks
- Develops command and backup procedures and recovery plans for various computer systems
- Directs or performs system goal performance reviews to ensure proper functioning
- Performs moderate to complex programming, including scripting utilizing JavaScript, PowerShell, or other modern scripting tools
- Modifies, enhances, upgrades and/or adds modules to existing applications; and adapts newly purchased software to hardware used by department
- Acts as liaison between various City departments, as well as with various vendors and computer service representatives
- Provides instructions and written procedures to both technicians and users
- May provide on-call after-hours support for production systems
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. a) Completion of 120 hours from an accredited college or university; **and**,  
b) Two (2) years' experience relevant to the essential tasks listed in this job description **or** two (2) years as a Systems Analyst II
2. a) Completion of sixty (60) hours from an accredited college or university; **and**,  
b) Four (4) years of experience relevant to the essential tasks listed in this job description **or** three (3) years as a Systems Analyst II

Knowledge, Abilities and Skills:

Knowledge of:



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- Comprehensive knowledge of techniques used in systems analysis and related maintenance procedures
- Considerable knowledge of computer hardware, OS, and wireless systems
- Comprehensive knowledge of programming and of scripting concepts and techniques
- Considerable knowledge of at least two (2) generally recognized computer languages

### Ability to:

- Plan, coordinate, evaluate, and lead the work of subordinates or less experienced co-workers
- Recognize, analyze, and solve system and software maintenance problems immediately, with little supervision
- Communicate effectively, both verbally and in writing
- Ability to document work

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional carrying up to 40 pounds; occasional pulling up to 5 pounds; may be subject to extended periods of walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors, with some traveling to various City locations to provide computer related assistance.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**