

Information Systems Analyst

Salary Range: \$3,106.00 - \$7,322.00 Monthly

Knowledge and Skillsets for Information Systems Analysts

- Ability to analyze and document requirements to identify and eliminate ambiguity
- Ability to collaborate with others to identify problems and seek improvements
- Ability to determine the accuracy of various mathematical calculations
- Ability to develop and deliver presentations to a variety of audiences
- Ability to explain technical procedures to all levels of users
- Ability to prepare and write project management, procurement and implementation documents
- Ability to provide technical and descriptive documentation
- Ability to provide technical assistance to individuals to resolve issues and/or problems
- Ability to read and comprehend complex or technical information and to explain it to others
- Ability to evaluate technical proposals for Information Technology solutions to make effective recommendations
- Ability to identify problems or issues that impact the progress of work projects or assignments
- Ability to identify process changes that result in more efficient system usage
- Knowledge of basic computer hardware, software, and various operating systems
- Knowledge of customer service and customer support practices in an Information Technology environment
- Knowledge of system development life cycle principles
- Ability to perform cost/benefit analysis of recommended system solutions to ensure the most optimal decisions
- Ability to prioritize the handling of problems or issues related to the progress of work projects or assignments
- Ability to complete conflicting priority requests from various customers

Job Titles for Information Systems Analysts

- Desktop Support Technician
- Help Desk Technician
- Procurement Specialist
- Project Manager
- SharePoint Administrator
- Systems Analyst
- Systems Tester

How to Get a Job With the State:

<http://www.calhr.ca.gov/Pages/job-seekers-video-tutorials.aspx>

CDPH IT Career Opportunities: <http://cdph.ca.gov/it-jobs>