



Michael C. O'Malley
Cuyahoga County Prosecutor

Job Posting

Job Title:	Senior Systems Analyst	Salary:	\$65,000 – \$78,000 (Commensurate with experience)
Department:	Information Services	Reports to:	Chief Information Officer
Location:	The Justice Center 1200 Ontario Street, 9 th floor Cleveland, Ohio 44113	Hours:	8:30 AM – 4:30 PM Monday - Friday

REQUIREMENTS:

Bachelor's degree in computer science or related field with five (5) years of computer information systems or data analysis experience; or any equivalent combination of training and experience. Direct hands-on experience in both the use and administration of: MS SQL Server; SSRS reporting; Power BI visualizations and management tools; Office 365 and SharePoint 365 on-line environments; and experience managing IT system upgrades and/or deployments; and assists users as needed.

Must provide proof of completed COVID-19 vaccination.

FUNCTION:

The purpose of this classification is to perform advanced systems/data analysis tasks and to support lower-level systems analysts in the analysis, design, and maintenance of computer information system(s) for the Office.

RESPONSIBILITIES:

- Manages department's computer information system(s) (e.g. – assists in the creation of higher-level SQL queries and data extracts; supervises development and maintenance of management reports, dashboards, and data visualizations; assists with activities related to system upgrades; ensures the accuracy and integrity of department data; monitors consultant activities; and conducts testing of all development efforts).
Information systems include: MS SQL, Power BI and SSRS reporting environments; Office 365 and SharePoint 365 environments; MatrixProsecutor enterprise case management system; and other internally developed administrative support systems.
- Assists lower-level systems or database analysts in the analysis, design, and maintenance of computer information system(s) for department (e.g. – develops re-usable code components, reviews completed work assignments; and provides job training and instruction.
- Performs administrative functions related to managing department's computer information system(s) (e.g. – prepares and monitors budget for project implementations; coordinates and prepares correspondence and reports, as required).
- Performs all other duties assigned as well as those prescribed by law.

EXPERIENCE AND SKILLS:

- Ability to operate a variety of automated office machines including personal computers, mainframe computer, modems, hard drives, printers, and scanners.
- Ability to move and install computer equipment and related hardware.
- Supervisory ability to assign, provide instruction, review, plan, and coordinate the work of other employees.
- Ability to comprehend a variety of informational documents including employee leave requests, employment applications, feasibility studies, project proposals, systems reports, user reports, computer periodicals, hardware software specifications, source materials, budgets, invoices and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer hardware manuals, systems documentation and manuals, software product manuals, standard operating procedures, and personnel policy manuals.
- Ability to prepare employee performance evaluations, feasibility studies, statistical reports, bid specifications, requests for proposals, systems instruction curriculum, department reports, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, supervise, and counsel others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer system terminology and computer programming languages.
- Ability to communicate effectively with managers, supervisors, directors, County Data Center employees, vendors, consultants, state employees, and other County employees.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.

APPLICATION PROCEDURE: Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at:**

<http://prosecutor.applicantstack.com/x/openings>

OPEN UNTIL FILLED

All submissions of applications, resumes, and/or supporting documentation received by the Cuyahoga County Prosecutor's Office are considered public record and may be released upon the public's request

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the CCPO Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: <http://prosecutor.cuyahogacounty.us/>

Posted: 5/19/2022