

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES

POSITION DESCRIPTION

Position Title	Title Code(s)	Effective	Reissued	Revision
Assistant Systems Analyst (EDP)	040010	5/12/95		

Purpose of Position

Under direct supervision performs system analysis, assists in the preparation and conduct of administrative and procedural studies, assists in the preparation of industrial engineering studies, makes reports and evaluations, coordinates specific activities and projects.

Major Duties

1. Studies and analyzes existing systems and methods employed in operations and administration.
2. Makes recommendations regarding improvements for quality, increased efficiency and productivity and cost reduction.
3. Establishes performance standards for purposes of increasing productivity, and more effective scheduling and utilization of manpower and skill effectiveness.
4. Collects management information, data and other related documents, analyzes data, establishes relationships and prepares recommendations.
5. Participates in implementation of programs incorporating changes in methods, systems, procedures and forms design.
6. Participates in monitoring standards of performance, quality controls and progress of assigned projects.
7. Assists in determination of operational methods and procedures to permit data processing and automated equipment applications.
8. Prepares and modifies standard operating procedures and manuals for the implementation of systems and sub-systems.

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Qualification Requirements

1. Baccalaureate degree in Industrial Engineering, Systems, Industrial Management, Business Administration or related fields; or
2. Two years of technical training or education beyond the high school level with a minimum of two years of full-time paid experience in the field of industrial engineering, systems analysis, methods and procedures, work simplification, cost reductions, EDP data processing applications, forms design and control, or
3. A satisfactory combination of the above.

Direct Line of Promotion

None. This class of positions is in the non-competitive class of positions.