

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/8/16 bi

ANNOUNCEMENT NO. 63

SYSTEMS ANALYST

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$20,800.00 to \$68,251.13 per Year.**

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JULY 22, 2016 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 4, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under supervision, performs computer systems design, implementation, management, and/or control tasks. Assists in, or performs, special project work as assigned. Troubleshoots computer system problems and provides other technical assistance as needed. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. An Associate's Degree in Computer Science or closely related field from an accredited college, university, or vocational school is required. Two years of relevant full time paid experience in the set-up and configuration of personal computers in a networking environment (Novell and/or Microsoft NT) is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid state of Ohio Driver's License is required.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS FOR
SYSTEMS ANALYST

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	
IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME." It does NOT have to be notarized.)	
PROVIDE COPY: VALID STATE OF OHIO DRIVER'S LICENSE	REQ
PROVIDE COPY: A HIGH SCHOOL DIPLOMA OR GED (IF YOU HAVE AN ASSOCIATE'S OR A BACHELOR'S DEGREE OR HIGHER, NO COPY OF H.S. DIPLOMA/ GED IS NECESSARY, BUT YOU MUST SUBMIT COPY OF DEGREE/TRANSCRIPT)	REQ
PROVIDE COPY: AN ASSOCIATE'S DEGREE IN COMPUTER SCIENCE OR CLOSELY RELATED FIELD FROM AN ACCREDITED COLLEGE, UNIVERSITY, OR VOCATIONAL SCHOOL	REQ
TWO YEARS OF RELEVANT FULL TIME PAID EXPERIENCE IN THE SET-UP AND CONFIGURATION OF PERSONAL COMPUTERS IN A NETWORKING ENVIRONMENT (NOVELL AND/OR MICROSOFT NT) IS REQUIRED (SUBSTITUTION: TWO YEARS OF EXPERIENCE MAY SUBSTITUTE FOR EACH YEAR OF COLLEGE EDUCATION LACKING)	REQ
CURRENT RESUME	OPT
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED. (This includes your printing the job classification title on the top line of one side card as well as your name and address on the other side of the card. Leave ID number blank ; we will assign this to you.)	REQ
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

REQ – required; OPT – optional

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.