



Computer Systems Analyst



Job Description:

Computer systems analysts improve existing computer systems. They also plan and develop new systems.

Gross Monthly Income:

\$6,200

Wages:

Average median yearly pay is about 75,000 a year in Utah.

Schedule: Generally have a set schedule every week. May work some evenings or week-ends.



Education & Experience:

- ◆ Completed High School
- ◆ Bachelor's degree

High School Courses:

- ◆ Computer Applications
- ◆ Computer Programming
- ◆ Computer Science
- ◆ Keyboarding
- ◆ Network Technology

Advancement:

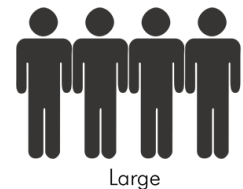
Beginning computer systems analysts start with small projects and are supervised by experienced analysts. As they gain experience, they may be put in charge of increasingly larger and more complex systems. Those who have good people skills may advance to supervisory positions. For some management positions, a bachelor's or master's degree in business administration may be required. Some analysts become consultants.

Work Conditions:

- ◆ Work on their own a lot. Coordinate with others, but alone most of the time.
- ◆ Must be exact in their work and be sure all details are done. Errors can slow progress on projects or cause users to lose information.
- ◆ Must repeat the same mental tasks over and over
- ◆ Must stay up-to-date on the latest technology.

Travel: May travel to trade shows, seminars, and trainings

Job Outlook:



Hours a Week:

40

Leisure Time:

Medium

Knowledge:

- ◆ Computers & Electronics
- ◆ English Language
- ◆ Mathematics
- ◆ Customer & Personal Service
- ◆ Engineering & Technology
- ◆ Administration & Management

Computer Systems Analyst



Overview

Computers are not "one size fits all," especially when it comes to business. Different companies have different needs. For example, graphic design and advertising firms need computers with a lot of internal memory to handle multimedia software. Artists can't wait two minutes for each image to load. Companies that sell products through the Internet need large servers to store information and process orders. The point is, every business has different needs for their computer systems.

Systems analysts help organizations redesign their computer systems. Sometimes they add only a few software programs to make better use of computers. At other times, they design entirely new software systems. Analysts often specialize in business, science, or engineering systems.

Systems analysts begin projects by gathering information. They discuss an organization's needs with its managers and staff. Once the goals are clear, analysts determine if they need to design a new software system. If they do, they begin by breaking the list of needs into separate programmable procedures. Next, analysts plan the processing steps the program will follow. They prepare charts and diagrams that show how the parts of the program work together. Analysts prepare reports that show how much the changes will cost. These reports also discuss the benefit organizations can expect from those changes. Managers use these reports to help decide if the proposed system will be worth the cost.

Once these plans are approved, systems analysts coordinate the upgrade or installation of the computer system. Some systems analysts write programming code. When they have a system that is nearly done, analysts test it on users. They observe staff as they use the system to make sure it performs as planned. They also review computer reports and programs relating to the system to find problems. Analysts then change the programs to correct those problems.

When the system is set up, analysts train staff how to use it. They also write manuals that describe how to use the system. These manuals must be written in terms that managers and other users can understand. In addition, analysts write documentation for the people who will maintain the system. This documentation describes the changes made to the system. Some analysts are employees of the organization where they do the work. These analysts also help staff solve problems with their computers.

Some organizations do not employ programmers. Instead, a single worker called a programmer-analyst is responsible for both systems analysis and programming.

Change happens quickly in the computer field. Thus, systems analysts frequently read manuals and magazines to keep their knowledge up to date. They may also take classes.

Pathway:
**Information
Technology**