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# Example of Staff Systems Analyst Job Description

Our company is growing rapidly and is looking to fill the role of staff systems analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for staff systems analyst

* Participates in the planning and design of an enterprise Business Continuity Plan and Disaster Recovery Plan, under the direction of the Consultant/Senior I.S
* Maintains up-to-date baselines for the secure configuration and operations of all in-place devices, whether they be under direct control (i.e., security tools) or not (i.e., workstations, servers, network devices)
* Make solution recommendations that align to short- and/or long-term strategic plans and roadmaps
* Mentor other team members, ensure adherence to SDLC practices, including scoping, analysis, design, and testing standards via Agile and/or Waterfall methodologies
* Maintain Industry-wide and/or best practices through research and communit memberships
* Responsible for proposing, setting and documenting global guidelines, policy and procedures any needs for regional divergence
* Anticipate and identify user and analytical requirements for campaign effectiveness and sales performance, and proactively identify improvements assist in the selection and/or design of business solutions
* You are willing to pivot
* Responsibility for maintaining and leading successful day-to-day support and maintenance to an assigned customer base through individual deskside support, compliance and security
* Supports mobile devices such as the iPhone, iPad and IPad Pro Devices

## Qualifications for staff systems analyst

* Makes recommendations on enhancements to support business activities and help evangelize for resolution to issues in the backlog effecting operational teams
* Provides guidance and mentoring to more junior members of the team
* Champions, supports and follows the standard Digital Channels process for implementation projects
* Minimum of 3 years of experience in implementations, business systems analysis, project management or coordination
* Bachelor's degree and two (2) years' experience in a Utility, Security, Information Technology or Audits security role OR
* Six (6) years' experience in a Utility, Security, Information Technology or Audits security role