

ANALYST

Nature of work

The analyst is a professional whose occupation includes, in particular, the analysis, development, coordination and control of systems, methods and procedures relating, among others, to data processing by computer or by other means, to administrative organization and operations and to communication structures, with a view to the rational use of material, financial and human resources of the college.

Rate your skills

Yes **No**

Data processing analyst

- | | | |
|--|--------------------------|--------------------------|
| I know the various phases of an analysis in regard to sophisticated projects and integrated systems. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can compare, choose and adapt the possible processing methods. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can study the functional aspect of the files. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to document all the steps of the development of a system. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can write specifications for the programs to be prepared. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can propose ways to integrate new equipment or software to the already existing data processing equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am in a position to coordinate the training of the personnel. | <input type="checkbox"/> | <input type="checkbox"/> |

Administrative procedures analyst

- | | | |
|---|--------------------------|--------------------------|
| I can assess communication channels and procedures. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to determine ways of gathering information. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can ensure that the organization of the work space is appropriate with relation to the personnel and the equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can examine the functional repartition of duties. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can analyze the use of the equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can study the methods and procedures used in executing tasks. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am in a position to coordinate the training of the personnel. | <input type="checkbox"/> | <input type="checkbox"/> |

Required skills

- | | | |
|--|--------------------------|--------------------------|
| I have a very good analytical capability | <input type="checkbox"/> | <input type="checkbox"/> |
| I possess good planning and organization skills. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to make a decision. | <input type="checkbox"/> | <input type="checkbox"/> |