

ANALYST

Nature of the 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.

Required qualifications

A bachelor's degree with a specialization appropriate to the employment such as data processing, administrative data processing, operational research and administration.

Some characteristic functions

The data processing analyst searches for, identifies and analyses the needs and problems of the users of the data processing services. He informs and advises the personnel and the college's departments in the establishment, development and bringing up to date of appropriate data processing systems and equipment.

He carries out the various phases of analysis (preliminary, functional, organic) related to sophisticated projects and to integrated systems. He compares, chooses and adapts the possible data processing methods. He studies the relevance of the computer output in relation with the input and he studies the functional aspect of the files. He prepares documentation for all the steps of the system development and he writes specifications for the programs to be prepared.

In the field of office automation, he carries out prospective and accounting studies and, if need be, finds ways to integrate new user-friendly products (equipment and software) to the data processing equipment of the College. He coordinates the training of the personnel in this field.

The administrative procedures analyst is particularly concerned with the analysis of communication channels and procedures, the methods for gathering information, the organization of work space in terms of the distribution of people and equipment, the organization of duties, the use of equipment and the methods and procedures used in executing tasks, some of which may be linked to data processing systems.