



Systems Analyst I #02320

City of Virginia Beach – Job Description

Date of Last Revision: November 21, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: A14

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform professional systems analysis development and/or maintenance work of various information systems. Utilize the City's IT systems to help achieve strategic business goals. Design and develop systems by configuring hardware and software.

Representative Work Functions and Responsibilities

- Analyze, design, and maintain information systems; assist senior analysts and consult with management and users to determine the needs of the system.
- Specify inputs and format outputs to meet users' needs; adhere to departmental standards in program development and system design to maintain a structured environment.

- Work with senior analysts to complete a system design or modification.
- Research new hardware and software products to enhance existing and future systems.
- Document functional and non-functional requirements for technology solutions.
- Review existing applications to define problems and information processing requirements; assist ComIT staff in developing and preparing design docs, testing, troubleshooting, and corrective actions.
- Develop diagrams and flowcharts for system design; under direction of senior analysts, prepare informational systems documentation to provide historical and operating data on an automated system.
- Research the capability of various systems; participate in the testing and debugging of programs and systems.
- Execute tests and observe behavior of the system to validate performance.
- Use Software Development Life Cycle (SDLC) methodologies.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Effectively utilize the modern tools of systems analysis; accurately assist in the preparation of cost benefit analyses.
- Diplomatically respond to requests for services and information.
- Clearly and concisely prepare monthly status reports and other presentations as required; effectively communicate both orally and in writing with users, co-workers and other municipal personnel; consistently work within established deadlines; and effectively manage available resources.

Minimum Qualifications

- Requires a Bachelor's Degree in an Information Technology related field; OR any combination of education (above the high school level) and/or professional progressive IT experience equivalent to four (4) years in fields utilizing the required knowledge, skills, and abilities in systems analysis, design and implementation of IT business applications; and associated with such positions as Systems Analyst, Systems Business Analyst or Programmer Analyst.
- May be required to have a current and valid driver's license.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.