SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Food Services Information Systems Analyst

REPORTS TO: Assigned Supervisor

DEPARTMENT: Food Services

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 054 OTBS

REVISED: January 22, 2019

BASIC FUNCTION:
Assist in the development and implementation of comprehensive automated information systems for the Food Services Department, modify and maintain existing systems, conduct specialized research, and support and participate in the development of plans and objectives related to department systems services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop, maintain, and control standards for various Food Services Department information systems including personnel, finance, materials, vehicles, point of sale, food production, menu planning, inventory, equipment, work assignments, and other related food services functions. E

Take precautionary actions to avoid or minimize systems downtime; identify and resolve a variety of systems problems and malfunctions; collaborate with outside vendors of application systems and ensure vendor accountability of contracted services and data integrity. E

Evaluate and modify existing computer systems; assist in the coordination of the conversion and integration of existing computer systems to meet the needs of new computer hardware and software; assist consultants and/or future special project teams in the modification and implementation of various systems. E

Conduct product research and apply new technology for existing and new automated systems; assist in evaluating and recommending the redesign, acquisition, and installation of new systems, hardware, software, and equipment for expansion and to increase operating efficiency. E

Provide technical assistance and training to staff in the use of systems, programs, and related equipment; act as liaison with district staff, vendors, and public agencies; draft and prepare manuals for end users of each system application for food services staff users; ensure systems provide accurate data for subsidy claims and financial and statistical analysis. E

Maintain the multi-platform client server LAN and assist in the coordination of WAN systems; install hardware and software; maintain system security, file servers, and databases. E
Assist in the development and preparation of written reports, manuals, and other documentation using a variety of software; verify and ensure accuracy of meal counts and free and reduced meal data via telephone from site staff and parents.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor’s degree in information systems or other related field, including or supplemented by courses in systems analysis, and two years of recent experience in information systems analysis and development.

**LICENSES AND OTHER REQUIREMENTS:**
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Local area network (LAN) and wide area network (WAN) technologies, communications, protocols, and client-server links.
A variety of operating systems, applications, and databases including MS Office Suite and MS Access.
Food services computer system requirements for input and statistical output.
System development and maintenance methodologies.
Technical aspects of field of specialty.
Various types of computers and equipment.
Oral and written communication skills.
Reading and writing English communication skills.

**ABILITY TO:**
Design, develop, maintain, and perform applications of automated systems and computer networks.
Analyze administrative functions and information requirements.
Develop and analyze data.
Support users using a broad range of software including host connections and e-mail.
Evaluate information requirements and determine appropriate system applications.
Operate standard office equipment including computers and related software applications.
Communicate effectively orally, in writing, and in group settings.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain files and records.
Read, interpret, apply, and explain rules, regulations, policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office and school site cafeteria settings.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy pieces of computer hardware including CPU’s, monitors, and printers.
DISTINGUISHING CHARACTERISTICS:

An incumbent in the job class of Food Services Information Systems Analyst is responsible for the development and implementation of comprehensive automated information systems and reporting formats specific to the Food Services Department. It differs from the lower level job class Food Services Information Systems Technician where the latter is considered entry level and performs technical computer support to the implementation and maintenance of computerized systems in the Food Service office and cafeterias. In comparison, the generic job classes of Systems Analyst and Computer Support Technician are not department specific and can be assigned across the district where they are also responsible for serving as a resource and assisting other district staff.

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