## SAN DIEGO UNIFIED SCHOOL DISTRICT

### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Software Systems Analyst I</th>
<th>REPORTS TO:</th>
<th>Assigned Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Integrated Technology Support Services</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>SALARY GRADE:</td>
<td>050 OTBS</td>
</tr>
<tr>
<td>REVISED:</td>
<td>September 24, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BASIC FUNCTION:
Plan and assist in the installation, configuration, maintenance and modification of server operating systems and related software; provide support of Storage Area Networks or other storage systems.

### 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**

Plan and assist in the installation, configuration, maintenance, and modification of, data base software, operating system software and utilities, and software products. **E**

Provide support for end-user workstation issues, account management, and workstation software. **E**

Write, test, and modify computer programs. **E**

Analyze software product requirements. **E**

Perform feasibility studies. **E**

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS:

#### EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from college with a degree in information systems or other related field including or supplemented by courses in systems analysis and server systems administration; experience in the data processing operations field supplemented by college level courses in systems analysis and server systems administration may be substituted for the degree requirement on the basis of two years of experience for one year of college.

#### LICENSES AND OTHER REQUIREMENTS:
None required.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Principles, purposes, functions, policies, and practices of the organization and public administration.
District business procedures, processes, and policies pertinent to assigned area.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Oral and written English communication skills.

ABILITY TO:
Install and configure operating system software and utilities.
Establish and maintain effective working relationships with others.
Interpret and apply rules, regulations, policies and procedures pertinent to assigned area.
Collect and analyze complex data.
Plan and organize work.
Meet schedules and time lines.
Communicate effectively orally and in writing.
Prepare clear concise written communications.
Operate standard office equipment including computing devices and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Note: An incumbent in the job class of Software Systems Analyst I may be promoted to the next higher job class of Software Systems Analyst II upon certification by the section manager and approval by the Information Technology Executive Director that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

DISTINGUISHING CHARACTERISTICS:

A Software Systems Analyst I provides technical support functions of moderate difficulty, complexity, and scope in the assistance of installation, configuration, maintenance and modification of server operating systems and storage systems.

A Software Systems Analyst II provides complex and technical systems development and programming activities for data base management systems, operating systems, control programs, and network directory systems.

A Software Systems Analyst III provides project-level complex and technical systems development and programming activities for data base management systems, operating systems, control programs, and network directory systems in a multi-server, multi-tier environment.