SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Software Systems Analyst II</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>060 OTBS</td>
</tr>
<tr>
<td>REVISED:</td>
<td>September 24, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BASIC FUNCTION:
Plan, organize, and implement systems development and programming activities in the Integrated Technology Support Services Department for, network operating systems, data base management systems, network operating system control programs, server operating systems and utilities, and related software products.

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

Assist in the evaluation, installation, and maintenance of server and storage software and hardware. E

May act as district liaison within a multi-vendor communication system. E

Assist in evaluating the impact of systems’ changes on district’s users and computer operations. E

Establish and monitor departmental administrative systems; develop and maintain an automated library update system; may evaluate, install, and maintain operating system software and utilities. E

Make recommendations concerning possible acquisition of software products; assist in evaluating and recommending the acquisition of hardware and equipment; recommend changes to increase the operating efficiency of hardware and software; may develop operational procedures and standards. E

Install and maintain operating system software, middle-ware, directory systems, and related utilities. E

Perform internal departmental studies; assist in developing departmental procedures. E

Assist in the conversion of existing systems to meet the needs of new computer hardware and software. E

Provide technical assistance and training to systems analyst/programmers, operational personnel, and other district personnel as required to assure proper understanding and utilization of computer facility. E

Perform related duties as assigned that are reasonably related to the job classification.
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 programming, Microsoft certification, and three years of recent, progressively responsible experience in software systems development and programming, data base software. This experience should include generating and maintaining network operating systems and software products, data base software for distributed or cloud based systems.

LICENSES AND OTHER REQUIREMENTS:
None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
PowerShell, C++, and Visual Basic (desirable).
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.
Principles of training methods.
Oral and written English communication skills.

ABILITY TO:
Update and maintain communication networks, data base software, and system control programs in the client/server environment running network operating systems such as Active Directory and UNIX.
Operate with a high degree of independence with limited direction.
Analyze situations accurately and adopt an effective course of action.
Collect and analyze complex data; prepare reports and correspondence.
Interpret and apply rules, regulations, policies and procedures pertinent to assigned area.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Communicate effectively orally and in writing.
Prepare clear concise written communications.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.

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 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 II may be promoted to the next higher job class of Software Systems Analyst III 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.

Revised 9.24.19 – FS
Revised 3.29.11
Revised 8.21.01

Job Code 6747
FK