SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Software Systems Analyst III

REPORTS TO: Assigned Supervisor

DEPARTMENT: Integrated Technology Support Services

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 062

REVISED: September 24, 2019

BASIC FUNCTION:
Plan, organize, and implement systems development and programming activities in the Integrated Technology Support Services Department for data communication networks, data base management systems, system control programs, network directory systems, and related software products within an environment of complex multi-server multi-tier across multiple data centers.

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

Assume project level responsibility for planning, evaluating, installing, and maintaining server operating systems, utilities and other related software. E

Act as district liaison with a multi-vendor communications system. E

Assist in evaluating the impact of systems’ changes on district users and computer operations, or project level responsibility for planning, installing, and maintaining system control programs. E

Make recommendations concerning possible acquisition of software products, evaluate and recommend acquisition of hardware and equipment, and recommend changes to increase the operating efficiency of hardware and software. E

Install and maintain utilities and middle-ware and other software products, for complex multi-server and multi-tier systems and has project level responsibility for planning, installing and maintaining data base management system software and related products such as SQL, ODBC, and DBMS related interfaces. E

Develop operational procedures and system build standards; perform internal departmental studies, and develop departmental procedures; may coordinate the conversion of existing systems to meet the needs of new computer hardware and software. E

Provide technical assistance and training to lower level Software Systems Analysts, Systems Analyst/Programmers, operations personnel, and other district personnel as required to assure proper understanding and utilization of the computer facility; may lead the work of others. 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 programming, Microsoft certification and four years of recent, progressively responsible experience in software systems development and programming and, data base software,. Three years of this experience must have included major responsibility for generating and maintaining system control programs and software products and data base software, for complex multi-server multi-tier client/server systems.

LICENSES AND OTHER REQUIREMENTS:
None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
PowerShell, C++, and Visual Basic.
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 Windows Server and Active Directory.
Manage projects.
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.
Train and lead the work of others.
Interpret and apply rules, regulations, policies and procedures pertinent to assigned area.
Communicate effectively orally and in writing.
Prepare clear concise written communications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

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.

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