

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Assistant Systems Analyst/Programmer	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	040 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Plan, install, modify, and program computer systems for the performance of administrative activities and for the collection and analysis of administrative information.

**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 analysis of administrative activities to determine operational and information needs. **E**

Assist in performing feasibility studies and developing systems proposals. **E**

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

May assist in the installation, maintenance, and modification of computer operating systems, compilers, and general purpose utility programs.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of two years of college with courses in information systems including or supplemented by courses in systems analysis and programming. Paid experience in systems, programming, or computer operations of acceptable level and quality may be substituted for the college requirements on the basis of two years of experience for one year of college.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Programming.  
Reading and writing English communication skills.

**ABILITY TO:**

Analyze administrative functions and information requirements  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Read, apply, and explain rules, regulations, policies, and procedures.

**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 Assistant Systems Analyst/Programmer may be promoted to the next higher job class of Systems Analyst/Programmer upon certification by the section manager and approval by the Information Services Bureau 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.

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PH