

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:	December 5, 2001		

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. **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. **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/or preparation of or prepare written reports, manuals, and other documentation using a variety of software. **E**

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.

Operating systems, applications, and database languages, (DOS, Netware, Windows, SQL, Microsoft Access).

Various types of microcomputers and equipment.

ABILITY TO:

Design, develop, maintain, and perform applications of automated systems and computer networks.

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 application.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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.

2/98 Issued

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