

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Maintenance and Operations Information Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OTBS
REVISED:	January 30, 2006		

BASIC FUNCTION:

Assist in the development and implementation of comprehensive automated information systems and modify and maintain existing systems for the Maintenance and Operations Department, 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 Maintenance and Operations information systems including personnel, finance, maintenance, materials, vehicles, equipment, work assignments, and intrusion systems. **E**

Take precautionary actions to avoid or minimize systems downtime. **E**

Identify and resolve a variety of systems problems and malfunctions. **E**

Evaluate and modify existing computer systems. **E**

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

Conduct product research and apply new technology for existing and new automated systems. **E**

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**

Maintain the multi-platform client server LAN and assist in the coordination of WAN systems. **E**

Perform needs analysis for the consultants and/or special project teams in the modification and implementation of various systems. **E**

Provide technical assistance and training to staff in the use of systems, programs, and related equipment. **E**

Install hardware and software. **E**

Assist in the development and or preparation of written reports, manuals, and other documentation using a variety of software. **E**

Assist in developing and performing daily backups of all critical systems and restoration of data to ensure system integrity. **E**

Maintain accurate inventory of all computer and computer related components. **E**

Maintain system security for intrusion and card access systems, file servers, and databases. **E**

Act as liaison with district staff, vendors, and public agencies; act as a district resource for support to remote sites in the design, development, and management of district non-classroom computer networks. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience 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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Development, design, application, and maintenance of automated systems and computer networks.

Local area network (LAN) and wide area network (WAN) technologies, and communications protocols.

Various types of microcomputers and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Thorough understanding of operating systems, applications, and database language: (Maximo, Windows, security access, and SQL).

ABILITY TO:

Develop and analyze data.

Establish and maintain effective working relationships with all levels of district staff.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Support users using a broad range of software including host connections and e-mail.

Evaluate information requirements and determine appropriate system application.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

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 light objects.

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