SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Software Systems Analyst I
REPORTS TO: Assigned Supervisor

DEPARTMENT: Integrated Technology Support Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 050

REVISED: August 21, 2001

BASIC FUNCTION:
Plan and install data communications, data base software, system control software, and other 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

Write, test, and modify computer programs. E

Analyze software product requirements. E

Perform feasibility studies. E

Assist in the installation, maintenance, and modification of data communications software, data base software, system control programs, and software products. 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 COBOL; experience in the data processing operations field supplemented by college level courses in systems analysis and COBOL may be substituted for the degree requirement on the basis of two years of experience for one year of college.

LICENSES AND OTHER REQUIREMENTS:
None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
ABILITY TO:
Program using COBOL in a client/server environment.
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 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 Software Systems Analyst I may be promoted to the next higher job class of Software Systems Analyst II upon certification by the section manager and approval by the department manager 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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