SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Software Systems Analyst II REPORTS TO: Assigned Supervisor

DEPARTMENT: Integrated Technology Support Services CLASSIFICATION: Classified

FLSA: Non-Exempt SALARY GRADE: 060

REVISED: March 29, 2011

BASIC FUNCTION:
Plan, organize, and implement systems development and programming activities in the Information Technology Department for data communication networks, network operating systems, data base management systems, system control programs, and 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

Assist in the evaluation, installation, and maintenance of communication software and hardware. E

May act as district liaison within a multi-vendor communication system. E

Assist in evaluating the impact of on-line changes on district’s users and computer operations. E

Establish and monitor departmental administrative systems; develop and maintain an automated library update system; may evaluate, install, and maintain system control programs. E

Make recommendations concerning possible acquisition of software products; assist in evaluating and recommending the acquisition of hardware and equipment; recommend changes to increase the operating efficiency of hardware and software; may develop job control and programming standards. E

Install and maintain compilers and software products. E

Perform internal departmental studies; assist in developing departmental procedures. E

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

Provide technical assistance and training to systems analyst/programmers, operational personnel, and other district personnel as required to assure proper understanding and utilization of computer facility. E

Perform related duties as assigned that are reasonably related to the job classification.
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, or Novell and/or Microsoft certification, and three years of recent, progressively responsible experience in software systems development and programming, data base software, or data communications. This experience should include generating and maintaining network operating systems and software products, data base software, or data communications systems for client/server systems.

LICENSES AND OTHER REQUIREMENTS:
None required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
COBOL, C++, and Visual Basic (desirable).

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 Novell, NT, and UNIX.
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 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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