SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Software Systems Analyst III
REPORTS TO: Assigned Supervisor

DEPARTMENT: Integrated Technology Support Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 062 OTBS

REVISED: August 21, 2001

BASIC FUNCTION:
Plan, organize, and implement systems development and programming activities in the Technology Support Services Department for data communication networks, 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**

Assume project level responsibility for planning, evaluating, installing, and maintaining telecommunications monitors and other related communications software. **E**

Act as district liaison with a multi-vendor communications system. **E**

Assist in evaluating the impact of on-line changes on district users and computer operations, or project level responsibility for planning, installing, and maintaining system control programs. **E**

Make recommendations concerning possible acquisition of software products, evaluate and recommend acquisition of hardware and equipment, and recommend changes to increase the operating efficiency of hardware and software. **E**

Install and maintain compilers and other software products, or has project level responsibility for planning, installing and maintaining data base management system software and related products such as SQL, ODBC, and DBMS related interfaces. **E**

Develop job control and programming standards; perform internal departmental studies, and develop departmental procedures; may coordinate the conversion of existing systems to meet the needs of new computer hardware and software. **E**

Provide technical assistance and training to lower level Software Systems Analysts, Systems Analyst/Programmers, operations personnel, and other district personnel as required to assure proper understanding and utilization of the computer facility; may direct the work of others. **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 programming, or Novell and/or Microsoft certification and four years of recent, progressively responsible experience in software systems development and programming, data base software, or data communications. Three years of this experience must have included major responsibility for generating and maintaining system control programs 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.

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.
Manage projects.
Direct the work of others.
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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