

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Integrated Technology Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
REVISED:	June 30, 2004		

BASIC FUNCTION:

Work with departments to identify areas where current technologies can be applied to manual or automated processes; analyze needs, assist in the development of proposals, and assist IT staff with systems development to meet user requirements.

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

Analyze user requests and administrative activities to determine scope of operational and informational needs. **E**

Meet with users to obtain functional requirements, design details, and approval of project direction. **E**

Familiarize users with capabilities and limitations of data processing. **E**

Assist in feasibility studies and preparation of project proposals; prepare system level specifications and assist in the development of project timetables; consult with users and monitor project to ensure that system requirements, timetables, and implementation strategies are met. **E**

Prepares progress reports on projects for supervisors and administrators. **E**

Act as a resource to other IT staff. **E**

May act as a project team leader, and assign and review the results of tasks completed by others.

Review and update user guides and training materials. **E**

Conduct system level testing and assist end-users with acceptance level testing. **E**

Participate in reviews during program and system development; maintain a continuing liaison with users to ensure proper implementation of systems. **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 four-year college or university with a degree in information systems or directly related field and two years of recent, progressively responsible experience in systems development of major applications. In-depth understanding of PeopleTools and two years of PeopleSoft HRMS applications with 8.x and 8.4 may be required for certain positions.

NOTE: An incumbent in the job class of Systems Analyst may be promoted to the next higher job class of Senior Systems Analyst upon certification by the section manager and approval by the Information Technology Department Executive Director 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

LICENSES AND OTHER REQUIREMENTS:

Microsoft certification or equivalent experience desired. Unix systems certification or equivalent experience desired.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

System development and maintenance methodologies.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Analyze administrative functions and information requirements.
Assist users in determining automation needs.
Demonstrate leadership while working with diverse groups of people
Operate standard office equipment including microcomputers and related software applications.
Oral and written communication skills.
Establish and maintain effective working relationships with users and all levels of staff.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor 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 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.