The University of Texas at San Antonio

Job Description

Job Title: Systems Analyst II

Code: 19321

Salary Grade: 59

FLSA Status: Exempt

Department/Division: Job available in different departments/divisions

Reports To: In accordance with specific departmental policies

Summary

- Function: To provide the technical skills necessary to analyze business and management problems, and to recommend modifications of existing system designs, or the development of new system designs, to maximize efficient use of existing data processing equipment.

- Scope: Responsible for independent, single-system studies of medium complexity requiring familiarity with several phases of systems analysis and the development of analytical procedures.

Duties

- Typical:
  1. Provide information technology systems support for computer applications or network infrastructure to include analyzing, diagnosing, maintaining, upgrading, migrating, and troubleshooting assigned system areas such as source documents, hardware requirements, operating systems, database systems/structures, and servers.
  2. Follow, maintain, investigate, enforce, and implement internal control, network security and other security systems for computer and telecommunication data, systems and hardware protection including drafting security procedures, standards, and policies.
  3. Provide technical expertise to faculty, staff, and students to include providing user assistance and training.
  4. Provide continual support and researching new software and technologies.
  5. Performs other duties as assigned.

- Periodic:
  1. Present systems studies to user personnel.
  2. Assists in training lower classified analyst personnel.

Education

Required	Preferred
Associate's degree in a related field.	Bachelor's degree in a related field.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	Microsoft Certification.

Experience

Required	Preferred
Two years of experience in analysis and systems design.	Three or more years of experience in analysis or systems design.

Equipment

Required	Preferred
Knowledge of the capabilities of medium size computer systems.	Experience with specific computers in use at the university.

Working Conditions

Usual	Special
Conditions associated with data processing installation.	May require working long periods of time. Ability to lift 60 lbs and work in confined spaces.

Supervision

Received	Given
Some general supervision required.	May provide training to lower classified analysts.

Accuracy

Verifies problem solutions to insure accuracy of the results. Exacting accuracy is required.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.