The University of Texas at San Antonio

Job Description

Job Title: Systems Analyst I

Code: 19322

Salary Grade: 57

FLSA Status: Exempt

Department/Division: Job available in different departments/divisions

Reports To: In accordance with specific department policies

Summary

- Function: Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations.

- Scope: Responsible for basic systems analysis duties.

Duties

- Typical:
    1. Train faculty, staff, and students on use of hardware and software.
    2. Maintain computer workstations and departmental server(s) by troubleshooting and recommending new hardware and software.
    3. Develop and implement website to include designing of web-based material for on-line learning and train-the-trainer modules.
    4. Perform network, system, and domain level administration, installation and support of software, maximizing production time for servers, and perform data backups.
    5. Support the Universities' web-based course system and shell.
    6. Coordinate technical issues with application vendors.
    7. Perform duties as a manager for a computer lab.
    8. Perform other duties as assigned.

- Periodic:
    1. Assist in machine logic charting.

Education

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

Other Requirements

Required	Preferred
Ability to analyze problems and design the most efficient utilization of existing techniques.	Microsoft Certification.
Criminal Background Check (CBC)	

Experience

Required	Preferred
One year of experience in analysis, systems design, or programming.	Experience with specific computers in use at The University of Texas.

Equipment

Required	Possible
Knowledge of the capabilities of medium size computer systems.	N/A

Working Conditions

Usual	Special
Conditions associated with a data processing installation.	May require working long periods of time.

Supervision

Received	Given
General supervision by administrative officer or a senior analyst.	May provide training and give instructions to assigned junior data processing personnel.

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.