

Systems Analyst II

Job Code 00001113

General Description

Responsible for identification of process improvements which may result in enhancements to existing software systems, the design and implementation of in-house software solutions; or the design, procurement, and implementation of new software systems.

Examples of Duties

Develop and implement specifications for satisfying service requests.
Maintain efficiency of administrative database by optimizing and reorganizing data structures.
Develop archival processes and purge procedures.
Supervise support staff.
Design, develop, and maintain software.
Develop and administer software configuration management systems.
Monitor critical response systems.
Provide error and disaster recovery support.
Manage projects and monitor status of deliverables.
Review and assess impact of policy and/or procedural changes on systems and evaluate information systems service requests.
Provide support on hardware and software issues and user problems.
Evaluate hardware and software, including upgrades to existing systems; development tools, third-party package software, and ISS written software.
Research enhancements of automated systems.
Develop and administer application and database security systems.
Support and maintain individual and departmental workstation environment.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: software analysis, design and development; system and network software; operating systems, system analysis, design tools, decision table, and flow diagramming; SDLC process, the interrelationships of the information contained in the database and the systems which manipulate and use information from the database; software development environment; COBOL, C, Open VMS, Web based development tools, System 1032 RDBMS, DECForms, VMS based editors, CASE tools, Software structured coding techniques, IBM compatible PCs, Windows, CPS tools, MSOffice, eXcursion, Web tools, Netscape, and Pathworks; functions and administrative duties performed at Texas State; basic terms, concepts, policies and procedures used by specific University Offices; formats, reporting media and cycles, exchange protocol, rules, regulations, compliance reports, TASP, NCAA, CB, NES, ETS, ACT and exchanging data using electronic formats.

Skill in: working as team member on projects; effectively directing the work of others and motivating output; establishing rapport with a variety of clients.

Ability to: understand complex written job instructions; understand employer's policy and procedure manuals; read and interpret technical manuals; prepare reports, letters and proposals, program and system specifications, perform basic and intermediate math; perform Boolean algebra; present both technical and non-technical material to both technical and non-technical audiences.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements