

Sam Houston State University Human Resources

Staff Classification Description – System Analyst II

Skill Category: Professional
Position (Employee) Class: 3N489 (E1)
Grade: 16
Date: 11/2014

Department: Computer Services - Systems

Educational & Experience Requirement: Bachelor's degree with a major in computer science or related field from an accredited institution. Three years relevant experience in directly related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs complex computer systems analysis work. Work involves analyzing user requirements, procedures, and problems to automate processing or to improve existing systems.

Supervision Given & Received: Works under minimum supervision and supervises student employees. Leads team projects involving two or more department staff.

Primary Responsibilities: Analyzes and tests new or existing procedures, information systems, or utility programs for efficiency and effectiveness, and designs and implements new or revised methods that effectively meet the needs of the agency. Provides technical assistance and support for applications and hardware problems and for information sharing. Assists with planning for the effective use of management information systems. Assists in the determination of operational, technical, and support requirements for the location, installation, operation, and maintenance of systems. Assists users in the implementation of various computer applications. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department and workgroup as well as throughout university. May interpret and implement complex policies affecting the department level. Work requires considerable judgment and sound reasoning to solve department and division problems. Work requires attention to detail as errors may be potentially serious.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.