

Sam Houston State University Human Resources

Staff Classification Description – System Analyst IV

Skill Category: Professional
Position (Employee) Class: 3N491 (E1)
Grade: 20
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. Six 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 advanced and/or managerial computer systems analysis work. Work involves planning and budgeting, as well as analyzing user requirements, procedures, and problems to automate processing or to improve existing systems. Duties require critical judgment and a high level of initiative.

Supervision Given & Received: Works under minimum direction and supervises full-time employees. Leads team projects involving two or more department staff. Perform managerial tasks.

Primary Responsibilities: Assists with projects that cross functional agency systems and other state entities and that require coordinating, planning, and scheduling during project development and implementation stages. Assists with the documentation of present and proposed systems in terms of costs, benefits derived, and tasks accomplished. Develops and implements strategic planning actions and policy decisions and makes recommendations concerning the direction of the agency's efforts. Analyzes existing procedures for efficiency and effectiveness. Assists with the analysis and definition of agency disaster recovery responsibilities and procedures. Prepares system documentation and justification. Performs security administration. Plans, assigns, trains and supervises the work of others. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department or workgroup, throughout university with professional or managerial staff, and with outside vendors. Interprets and implements complex policies affecting the department or university level. Work requires critical judgment and complex reasoning to solve division and university problems. Work requires attention to detail as errors will 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.