

Sam Houston State University Human Resources

Staff Classification Description – System Analyst III

Skill Category: Professional
Position (Employee) Class: 3N490 (E1)
Grade: 18
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. Five 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 highly complex computer systems analysis work. Work involves planning as well as analyzing user requirements, procedures, and problems to automate processing or to improve existing systems.

Supervision Given & Received: Works under general direction and supervises student and full time employees. Leads team projects involving two or more department staff.

Primary Responsibilities: Coordinates, plans, and schedules the installation of or training for new or revised systems. Designs and implements new or revised methods that effectively meet agency needs. Analyzes and tests new or existing procedures, information systems, or utility programs for efficiency and effectiveness. Analyzes and assists in defining agency disaster recovery responsibilities and procedures. Provides technical assistance and support for applications and hardware problems and for sharing information. 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 or workgroup, and throughout university with professional staff. 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.