

The University of Texas at San Antonio

Job Description

Job Title: Senior Systems Analyst
Code: 19319
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide skilled technical analysis of business and management problems and processes and to provide automated solutions for such problems in a networked environment.
- Scope: Responsible for overseeing, and managing multiple large data systems of varying complexity, and for planning, organizing and controlling projects involving these systems.

Duties

- Typical:
 1. Establishes and maintains departmental operation standards, procedures and programming conventions. Analyzes existing systems and procedures and evaluates system performance according to current requirements.
 2. Designs, programs, installs and maintains new software systems.
 3. Researches new technologies and products and recommends implementation. Specifies equipment purchases and oversees implementation of new technology and products.
 4. Creates and administers new user and group accounts.
 5. Acts as a liaison between designers of systems and the users of the systems and recommends appropriate applications within the system requirements.
 6. Administers and maintains departmental servers. Provides work leadership to a team of server administrators.
 7. Organizes and schedules projects for the section. Trains assigned support staff.
 8. Monitors, maintains and ensures system and network security. Investigates security incidents and recommends changes.
 9. Performs other duties as assigned.
- Periodic:
 1. Performs cost analyses for system changes.

Education

Required	Preferred
Associate's degree in a related field. Technical training and/or experience may be substituted for a degree on a year for year basis.	Bachelor's Degree

Other Requirements

Required	Preferred
Ability to exercise initiative, independent judgment, discretion and flexibility. Ability to work effectively with a variety of professionals, administrators, and support staff.	CISCO and/or Microsoft Certification.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four or more years of experience in analysis, systems design, or programming.	Six years of similar experience. Two years of experience in a supervisory capacity.

Equipment

Required	Possible
Knowledge of the capabilities of medium size computer systems.	Experience with specific computers in use at the university.
Printers and other office equipment.	

Working Conditions

Usual	Special
Usual office conditions.	Occasionally works in areas with restricted movement.
	Must be able to lift 60 pounds with or without accommodation.

Supervision

Received	Given
General supervision from immediate supervisor.	Supervise assigned support staff.

Accuracy

Highest degree of proficiency in all phases of the duties performed.

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.

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.