

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Systems Analyst III  
Code: 19320  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide solutions for business and management problems by developing more efficient operational procedures and by utilizing electronic data processing equipment more effectively.
- Scope: Responsible for organizing and directing several data processing and/or management information systems.

## *Duties*

- Typical:
  1. Provides the primary interface between user department management in the development and improvement of information systems to include performing system studies, studying systems interactions, analyzing business requirements and design system specifications, producing programs and systems, analyzing problems and creating tools for solutions.
  2. Tracks the development of information systems and reports the progress to management.
  3. Installs/Maintains/Upgrades computing facilities, infrastructure, hardware, and software including operating systems and server applications.
  4. Provide technical expertise to faculty, staff, and students to include providing user assistance and training.
  5. Provide continual support to include ensuring data integrity; performing cost analysis, maintain, backup, restore, and secure critical systems; maintain a secure environment, and preparing and executing test plans.
  6. Performs other duties as assigned.
- Periodic:
  1. Provides training to other classified analysts and data processing personnel.

### *Education*

<b>Required</b>	<b>Preferred</b>
Associate's degree in a related field.	Bachelor's Degree in a related field.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check.	Microsoft Certification.

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of experience in analysis, systems design or programming.	Four or more years of experience in analysis, systems design, or programming including two years in a supervisory capacity.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Knowledge of the capabilities of medium size computer systems.	Experience with specific computers in use at the university.

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Conditions associated with data processing installation.	May require working long periods of time.
	May require working in tight/confined spaces.

### *Supervision*

<b>Received</b>	<b>Given</b>
Works at the highest levels of business and technical aspects of systems analysis with minimum of supervision.	Direct and/or indirect supervision of assigned staff.
Assumes responsibility for project.	

### *Accuracy*

High degree of proficiency required in all phases of the work.
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### *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.
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*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.