

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SYSTEMS ANALYST

QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, or a related field **OR** High School Diploma, equivalence, or Florida Special Diploma and a minimum of three (3) years of related work experience in programming/systems analysis.

KNOWLEDGE, SKILLS, ABILITIES

- Proficient in Microsoft Windows Server operating system management.
- Working knowledge of Microsoft Hyper-V and/or VMWare server virtualization management.
- Working knowledge of Microsoft Active Directory management of multi-domain environment.
- Working knowledge of ADFS and/or SAML authentication.
- Working knowledge of Microsoft SQL Server database management.
- Working knowledge of software development, testing, quality assurance, and maintenance.
- Working knowledge of programming/scripting languages such as PowerShell, Visual Basic, and/or Perl.
- Ability to provide application support in an enterprise-level environment.
- Ability to perform server, application, and client troubleshooting.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO Administrator, IS Systems Analyst
SUPERVISES No Supervisory Duties

POSITION GOAL

To design systems and maximize efficiencies in technology to meet school district needs in both instructional and operational environments.

PERFORMANCE RESPONSIBILITIES

1. *Evaluate instructional, operational, and performance technology systems and recommend continuous improvements strategies.
2. *Work closely with internal and external clients to gather information, clarify technology performance system objectives through gap analysis, and lead teams in collaborative problem solving to reduce or close identified gaps in technology.
3. *Establish and maintain a climate of collaboration and problem solving both within the Information Services Department and across other instructional and operational units within the organization.
4. *Support the technology needs required to operate an enterprise unified communications system.
5. *Support the organization's ongoing efforts to mitigate cybersecurity threats and educate all users of best practices for protecting personal data.
6. *Prepare and present requirements for technology systems improvements.
7. *Define systems security and control procedures.
8. *Update professional knowledge by seeking and participating in professional development opportunities, reading professional publications, and building and maintaining personal networks to include a vendor network.
9. *Organize and monitor technology projects and manage resources assigned to projects.
10. *Represent the Information Services Department when assigned to committees/projects requiring technical expertise.
11. *Develop and test system/data conversion plans and execute conversion plans for successful implementation.
12. Perform other duties as assigned by the Administrator, IS Systems Analyst.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Server Equipment, Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-E \$52,495 - \$93,223
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7750
Job Code 1606
Survey Code 82020

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020
October 10, 2000

ADA Information Provided by Tom Condo
Position Description Prepared by Tom Condo