UNIVERSITY OF SOUTHERN CALIFORNIA

Systems Analyst I

Job Code: 165811

Grade: TI
OT Eligible: Yes
Comp Approval: 8/28/2008

JOB SUMMARY:

Assists in formulating operating systems scope and objectives, analyzing and evaluating existing or proposed systems, and devising or modifying systems to solve problems using data processing. Provides a link between users of computing resources and the systems development staff. Works under direct supervision and performs non-complex to well-defined tasks of medium complexity.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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Assists in formulating/defining operating systems scope and requirements through research and fact-finding to develop or modify operating systems. Prepares logical process designs and data structures for new systems. Provides detailed specifications from which simple or routine programs can be written.

______ ______

Analyzes and revises existing system logic and documentation as necessary to reduce operating problems, expedite processing and maximize systems efficiency.

______ ______

Provides analysis of data/information for routine and special reports.

______ ______

Assists in or prepares user and system documentation. Develops user documentation for operating systems and programs.

______ ______

Conducts problem analysis and submits recommendations for solution.

______ ______

Works with users to analyze functional/business areas where computing technology can be beneficial.

______ ______

Advises faculty and/or staff on most appropriate equipment and software to purchase based on needs and requirements.

______ ______

Stays informed of new developments and technologies.

Perform other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's degree
- Combined work experience and education as equivalent

Minimum Experience:
- 0 - 6 months

Minimum Field of Expertise:
- Understanding of and experience using current information technology tools, terms and concepts. Experience analyzing and documenting operating system requirements and providing services.

Preferred Education:
- Bachelor's degree

Preferred Experience:
- 1 year

Preferred Field of Expertise:
- Knowledge and work experience with systems operations, development methodologies and tools, logic design, and one or more programming languages.

Skills: Administrative:
- Communicate with others to gather information
- Customer service
- Gather data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures

Skills: Other:
- Analysis
- Assessment/evaluation
- Conceptualization and design
- Consulting
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution

Skilled in:
- Business requirements tools and techniques
- Enterprise/information architecture
- Operating systems
- Technical documentation
- Troubleshooting

Skills: Machine/Equipment:
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
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Personal computer
Photocopier

Supervises: Level:

May oversee student and/or temporary workers.

Comments:

Evening or weekend work may be necessary to meet deadlines or solve specific problems.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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