

AgriLife Position Description

Last Updated: 04/20/06

9916
SYSTEMS ANALYST II
02/24/99

SUMMARY

General Description: Performs systems analysis and computer programming work; designs and codes programs; runs tests; and corrects errors in an administrative and/or scientific environment.

DUTIES

Typical: Analyzes existing procedures for efficiency and effectiveness, makes recommendations for system improvements; prepares specifications for translation into computer programs; prepares program documentation for clients and programmers; advises on purchase of computer hardware and software; assists with installation, testing, and maintenance of computer software systems; assists in monitoring software licensing; designs databases, files, record formats and determines methods for data/file manipulation; assists in development and maintenance of world wide web server and home pages; assists in managing access codes and passwords; performs preventative maintenance and upgrades; assists scientists and support staff in evaluating hardware and software needs and solving problems; may conduct computer training sessions.

SUPERVISION

Received: Review of work from senior systems analyst or other supervisor.

Given: May supervise other systems analysts; programmer/analysts, graduate research assistants, student workers, and other computer support staff.

EDUCATION

Required: Bachelor's degree in computer science or related field with three years experience in systems analysis and programming.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Familiarity with computers and peripheral equipment.