

## AgriLife Position Description

Last Updated: 04/20/06

9917  
SYSTEMS ANALYST I  
02/24/99

### SUMMARY

**General Description:** Performs systems analysis and computer programming work; assists in design and coding of programs in an administrative and/or scientific environment.

### DUTIES

**Typical:** Defines programming requirements and prepares specifications for translation into computer programs; assists in preparation of program documentation for clients and programmers; assists in report preparation; researches, specifies, purchases and implements new computer hardware and software; determines technical requirements for location, installation, and operation of computer equipment; assists with installation, testing, and maintenance of computer software systems; 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.

### SUPERVISION

**Received:** Frequent review of work from senior systems analyst or other supervisor.  
**Given:** May supervise programmer/analysts, graduate research assistants, and student workers.

### EDUCATION

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

### KNOWLEDGE, ABILITIES AND SKILLS

**Required:** Familiarity with computers and peripheral equipment.