

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 20, 2009

Salary Schedule: 20; Row: 38

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SYSTEMS ANALYST

JOB PURPOSE STATEMENT: Under the direction and supervision of the Director of Technology, performs a variety of technical duties involved in the system-level support of multi-user operating systems; provides technical support to system users; administers District web sites; and identifies and implements solutions to improve productive and efficient use of the District's technology infrastructure.

JOB FUNCTIONS:

- Knows principles, practices, design, configuration, installation, and maintenance of network operating systems
- Diagnoses and resolves technical problems for system users
- Oversees the development of District websites
- Manages integration of applications with District websites
- Identifies and evaluates new technologies and their potential use within the District
- Provides instruction and documentation to users for use of District websites and applications
- Facilitates user technical requests to enhance efficiency of website and application use
- Administers web based applications, including district web servers, hosted applications, and district web site
- Maintains current knowledge of technology and industry standards and trends
- Knows HTML and web design concepts
- Knows basic scripting and programming
- Knows telephony
- Knows graphic design

JOB TITLE: SYSTEMS ANALYST

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JOB FUNCTIONS – continued

- Knows microcomputer hardware and software applications
- Knows District policies, rules and regulations pertaining to assigned area
- Operates computers, computer peripherals and standard office equipment
- Reads, comprehends, and applies complex instructions and technical literature
- Works effectively with minimal supervision
- Understands and follows oral and written instructions related to complex technical matters
- Communicates effectively both orally and in writing
- Works effectively under pressure in a fast-paced environment and under strict deadlines
- Makes mathematical calculations with accuracy
- Works efficiently with frequent interruptions
- Schedules and performs work to meet established timelines
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds), carry (50 pounds), push/pull 50 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee

JOB TITLE: SYSTEMS ANALYST

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PHYSICAL ABILITIES - continued

- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

JOB QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent
- Any combination equivalent to two (2) years of college-level course work in computer technology and two (2) years of networked computer experience
- Website administration experience desirable

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.