Leon County Public Schools
Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Computer Systems Analyst   **Date Prepared:**   04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

631	System Development	Design new data processing systems, applications, programs, and procedures. Install and implement systems/programs and corresponding procedures. May include systems manual development.
633	System Trouble Shooting	Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
655	Systems Assessment	Research, evaluate, and recommend changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities.
657	Assistance to Users – Business Services	Work with users of business services applications to implement systems. Answer questions on an ongoing basis.
656	Assistance to Users - Student Services	Work with users of student (i.e., educational) services applications to implement systems. Answer questions on an ongoing basis.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
632	System Maintenance	Maintain existing data processing systems and programs. Maintain system and program documentation.
636	Testing	Test data processing programs and systems.
635	Programming	Code data processing programs and systems.
649	Data Processing Training	Train users in the operation of new or modified systems and programs.

Activity Name (cont.)

638	Job Scheduling	Develop and/or maintain job schedules. Submit jobs for processing. Maintain records/logs of jobs completed.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
646	Data Inquiry/Access	Use computer terminals to access data.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. or B.S. Degree with major course work in one of the computer sciences or in management information systems with three years related experience; or
A.A. Degree with major course work in computer science or management information systems with five years appropriate related experience; or
Vocational training (720 classroom hour program of study) from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) with six years appropriate related experience; or
High School Diploma or equivalent with seven years appropriate related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003