

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Distributed 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

628	LAN Administration	Installs, maintains and monitors the operation of the District's local area network.
629	Distributed Processing	Set up and maintain servers for remote sites of the District.
632	System Maintenance	Maintain existing data processing systems and programs. Maintain system and program documentation.
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.
641	Telecommunication Systems Maintenance	Maintain existing telecommunication systems and documentation.
642	Telecommunication Systems Trouble Shooting	Work with users to resolve telecommunication system errors or failures. Involves identifying problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
650	Data Processing Security/Control	Develop and administer data processing security systems and procedures. Includes security systems for both physical access to data processing facilities and access to data/programs .
630	Software/Hardware Selection	Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware.

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Activity Name (cont.)

649	Data Processing Training	Train users in the operation of new or modified systems and programs.
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).
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 and five years appropriate related experience; or
Vocational training (720 hours) of study from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) and six years appropriate related experience; or
High School Diploma or equivalent with seven years related experience

Supervisory Responsibility:

Yes

Type of Supervision:

Supervision is typically part-time 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 little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date:

07/01/2003