INFORMATION SERVICES ANALYST

DEFINITION

Under direction, maintain, develop, implement and monitor new and existing computer program applications for instructional and administrative computing; manage system performance and security and do related work as required.

EXAMPLES OF DUTIES

Analyze, design and program complex computer applications; establish, review and evaluate programming documentation; monitor and maintain performance of computer systems and disk space utilization; monitor and maintain system security; evaluate third party software products; install and update system applications; assist users with software and hardware usage; research, design and implement system performance enhancements; review procedures, schedule and system controls; analyze current and proposed system modifications; develop flow charts, diagrams and debugs difficult computer programming problems; operate the computer and peripheral equipment as required; research new technology to enhance systems availability and functionality; and perform related work as required.

QUALIFICATIONS

Knowledge of
Principles and practices of state-of-the-art computer systems and programming; capabilities and limitations of mainframe computers and peripheral equipment; testing, debugging and troubleshooting computer operations and programs; statistical methods and procedures; computer networks and Internet.

Ability to
Analyze and design systems for programmers and users; make sound judgments related to computer usage and applications; prepare program and system documentation; analyze data and draw sound conclusions; prepare clear, complete and concise reports; work independently; maintain and establish cooperative working relationships.

Experience
Four years experience in the design, development and implementation of computer programs using COBOL; at least three years in systems design and advance coding, with a demonstrated knowledge of information systems operations which has provided the applicant with the knowledge and abilities listed above.

Education
Any combination equivalent to an Associate of Arts Degree in Information Systems, supplemented by appropriate computer science courses; including advanced techniques in COBOL programming and systems design. B.A. Degree preferred.

<u>Physical Performance Requirements</u>

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

<u>Licenses</u>

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: March 12, 1985
Revised: June 11, 1991
Revised: May 11, 1999
Revised: February 8, 2005 effective March 1, 2005