Saddleback Valley Unified            Range 62
School District                    Regular Classified Salary Schedule
                                   EEO 5-10

## INFORMATION SYSTEMS ANALYST

### DEFINITION

Under direction, maintain, develop, implement and monitor new and existing on premise and hosted instructional and administrative computer program applications and integrated networked systems; integrate various District systems such as student information systems, unified access systems, financial systems, human resources systems, active directory, and mail exchange; manage system performance and security and do related work as required.

### EXAMPLES OF DUTIES

Analyze, design and configure complex computer applications and integrated networked systems; establish, review and evaluate documentation; monitor and maintain reliability and performance of systems; monitor and maintain system security; manage user account activity; troubleshoot and resolve system problems; install and manage servers, spam and anti-virus software; administer Microsoft active directory;; evaluate third party software products; install and update system applications; research, design and implement system performance enhancements; review procedures, schedule and system controls; analyze current and proposed system modifications; develop flow charts, diagrams and troubleshoot difficult computing problems; and perform related work as required.

### QUALIFICATIONS

#### Knowledge of
Principles and practices of computing systems and programming to include, but not limited to, firewalls, filtering, storage, networking hardware, clustering technology, DNS, DHCP; virtual server technology; appliances; visual basic to include VB, ASP, XML, SQL, and IIS; correct English usage, spelling, grammar and punctuation; complex mathematics.

#### Ability to
Prepare program and system documentation; analyze and design applications for users on multi-device platforms; analyze data and draw sound conclusions; maintain integrated system reliability; document propose and implement  system strategies throughout the District; develop concise, clear and comprehensive project plans; perform necessary software maintenance and upgrades; prepare clear, complete and concise reports; work independently; maintain and establish cooperative working relationships.

#### Experience
Five years' experience which has provided the applicant with the knowledge and abilities listed above.

#### Education
Any combination of education or experience equivalent to a BS or BA from a four-year college, university or technical school. Technology emphasis preferred.

Microsoft Certified Solutions Expert, Google G Suite Administrator System Engineer Certificates preferred.

Physical Performance Requirements

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. May work on irregular surfaces or at heights above the ground.

Licenses

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

Board Approved:  March 12, 1985
Revised:  June 11, 1991
Revised:  May 11, 1999
Revised:  February 8, 2005 effective March 1, 2005
Revised:  March 13, 2007, effective April 1, 2007
Revised: October 10, 2018; Board Approved:  November 8, 2018