



USC University of Southern California

Systems Analyst II Job Description

JOB INFORMATION

Job Code:	165823
Job Title:	Systems Analyst II
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Systems Analysis
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Formulates systems scope and objectives, analyzes and evaluates existing or proposed systems and devises or modifies procedures to solve problems using data processing. Provides a link between users of computing resources and the systems development staff. May work independently on project of medium to complex scope or may lead or supervise a group of analysts on medium to large, complex projects.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Understanding of and experience using current information technology tools, terms and concepts.
X		Experience analyzing and documenting system requirements and providing services.
	X	Professional knowledge of application areas, systems operations, development methodologies and tools, logic design, and multiple programming languages.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Formulates/defines operating systems scope and requirements, devises or modifies systems to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares logical process designs and data structures for new systems.				
Works collaboratively with users and others to develop policies, procedures, work flows and practices that make effective use of systems' existing capabilities. Oversees implementation and integration of upgrades and enhancements.				
Trains or oversees training of systems users.				
May lead activities of systems analysts for department projects. May instruct, direct, and review the work of junior level staff.				
Conducts problem analysis, works with users and vendors to identify solutions to resolve errors and system failures. Recommends action for resolution. Provides analysis of data for routine and special reports. Liaisons with vendor to analyze requirements, develop and implement enhancements, and identify solutions.				
Works with users to streamline business processes and workflows. Resolves conflicting demands of users.				
Prepares user and system documentation. Develops user documentation of computer related operating systems and programs. Ensures accuracy and quality of product.				
Troubleshoots and resolves server configuration problems.				
Prepares detailed specifications from which moderately complex programs can be written.				
Advises faculty and/or staff to identify most appropriate equipment and software to purchase based on needs and requirements.				
Coordinates all activities of the project team to meet deadlines and budgets as needed.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.