HESPERIA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

DATA SYSTEMS ANALYST II

JOB PURPOSE STATEMENT: The job of Data Systems Analyst II is done for the purpose of assessing network operations, hardware, and/or software; assisting personnel in the use of computer applications; ensuring availability of required technology; and being knowledgeable of trends, recommending acquisitions, and providing instructional materials.

Essential Job Functions:

- **Administers** and maintains District-level operating systems and accounts
- **Assesses** malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations
- **Assists** personnel in the use of computer applications
- **Engineers** and maintains computer networks to provide reliable and secure communications in compliance with current regulatory standards
- **Informs** personnel regarding various procedures and program requirements to provide necessary information for making decisions, taking appropriate action, and/or complying with established guidelines
- **Installs** a wide variety of computer hardware and software applications to provide operational computer technology
- **Installs** and maintains data cabling
- **Installs,** manages, and maintains all telephony, including emergency alerting systems
- **Maintains** network operations and endpoints, server operations, computer hardware, and/or software applications to ensure efficient enterprise system operations
- **Maintains** records and materials related to computer operations, including appropriate documentation, logs, lists, and materials to ensure the availability of required information
- **Operates** a variety of multi-user computer systems and related peripheral data processing equipment to meet the District's data processing needs
- **Performs** routine and preventive maintenance to provide and/or request information relative to computer processing requirements
- **Provides** training and support, which could involve the preparation of curriculum and training materials, in a classroom or one-on-one setting, to District personnel; and provides telephone support, while using tact, patience, and courtesy
- **Recommends** computer hardware and software application acquisitions to ensure the availability of required technology
- **Researches** computer hardware and software applications, vendors, consultants, and current technology for the purpose of being knowledgeable on trends, recommending acquisitions, and ensuring availability of instructional materials
- **Responds** to inquiries of teachers and other District personnel to provide assistance in the use of various software applications
- **Writes**, maintains, processes, and provides scripts, queries, batches, and reports to support District databases and automation processes

Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities

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Job Requirements - Qualifications:

Knowledge, Skills, and Abilities:

Knowledge is required to perform higher levels of math, such as advanced algebra, calculus, and/or statistics; to read technical information; to create and/or compose documents; to participate in panel discussions; and to analyze situations to define issues and draw conclusions. Knowledge of basic database skills, along with WAN and LAN networking, current Windows (desktop and server), and Mac operating systems is also required.

Skills are required to perform multiple, specialized, technical tasks, with a need to periodically update relevant skills in order to meet changing job conditions. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; utilizing pertinent software applications; and demonstrating keyboard/computer literacy.

Abilities are required to deal with a level of complexity of tasks that require significant flexibility with equipment operations and/or people; to coordinate sequences of equipment operations; to coordinate others' schedules and/or activities; to practice discretion, independent action, and/or judgment when using data, equipment, and/or working with people; to identify uses and/or sources of data in a diversity of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include being attentive to detail; meeting deadlines and schedules; communicating effectively in both verbal and written form, and working under time constraints.

Responsibility includes guiding and/or coordinating. The resources required (people, equipment, facilities, and/or funding) to perform job functions are of a significant scope, and frequent opportunity exists for significant impact (positive or negative) on the organization's mission. Work is normally reviewed in detail.

Working Environment: The job functions are generally performed in an indoor environment, requiring the following significant physical abilities: reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: A Bachelor's degree in technology or related field is required.

Experience Requirements: A minimum two years of job-related experience, with increasing levels of responsibility, is a prerequisite.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; and a valid driver's license and evidence of insurability are required.

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