JOB DESCRIPTION

Systems Analyst II

**Definition of Class**
This is a non-supervisory position in which the incumbent analyzes, designs, implements and coordinates the development, selection, and installation of new computerized software, hardware, and communication systems; and assists in providing computer design and support for the particular office or offices that the current project is being designed. The incumbent provides computer design and applications development expertise for the existing project.

**Examples of Work Performed**
Performs problem analysis and specification studies to determine the benefits and costs of installation or conversion to computerized systems.

Designs and implements computerized systems that address the identified problems.

Insures that the proposed system has conceptual integrity, clear interface definition, modularity and clarity.

Investigates, recommends, installs and supports software and hardware computer products with regard to their suitability for addressing computer needs.

Develops appropriate documentation and specifications to support the requirements of the computerized systems.

Configures enterprise applications to meet the needs of campus users. Confers with users to determine needs, processes, and project requirements.

Conducts in-house training programs for staff development and user training sessions. Develops user manual and documentation for designed systems.

Builds database on server/workstations. Performance tunes database for optimum use. Establishes queries and views for database access.

Maintains software application.

May instruct and supervise the assignments of the Systems Analyst I.

Reads professional journals, participates in classes and workshops, networks with peers, and accesses knowledge bases to keep up with current software application development techniques and methodologies.

Acts as a liaison to academic and non-academic departments.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Analyzes, designs, and coordinates the development, selection and installation of new computerized software, hardware and communications systems.

2. Provides technical direction, conducts in-house training programs, develops user manuals and documentation, and conducts user-training sessions.

3. Defines and maintains users, applications and devices on the network.

4. Installs network software and related upgrades, maintain applications and trains users for application use.

5. Establishes database design based on data relationships, builds database on server/workstations and performance tunes database for optimum use.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: There is no physical exertion in this position.

   Vision: Requirements of this job include close vision and color vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

   Education: Bachelor's Degree from an accredited four-year college or university in management information systems, computer science or a related field.

   AND

   Experience: Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADAE employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.