

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 20, 2009  
Revisions Approved: May 17, 2017  
Salary Schedule: 20; Row: 42

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE:    **SYSTEMS ANALYST****

**JOB PURPOSE STATEMENT:**        Under the direction and supervision of the Director of Technology, performs a variety of technical duties involved in the system-level support of multi-user operating systems; provides technical support to system users; administers District web sites; and identifies and implements solutions to improve productive and efficient use of the District's technology infrastructure.

### **JOB FUNCTIONS:**

- Knows principles, practices, design, configuration, installation, and maintenance of network operating systems
- Diagnoses and resolves technical problems for system users
- Oversees the development of District websites
- Manages integration of applications with District websites
- Identifies and evaluates new technologies and their potential use within the District
- Provides instruction and documentation to users for use of District websites and applications
- Facilitates user technical requests to enhance efficiency of website and application use
- Administers web based applications, including district web servers, hosted applications, and district web site
- Maintains current knowledge of technology and industry standards and trends
- Knows HTML and web design concepts
- Knows basic scripting and programming
- Knows telephony

**JOB TITLE: SYSTEMS ANALYST**

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**JOB FUNCTIONS (continued):**

- Knows graphic design
- Knows microcomputer hardware and software applications
- Knows District policies, rules and regulations pertaining to assigned area
- Operates computers, computer peripherals and standard office equipment
- Reads, comprehends, and applies complex instructions and technical literature
- Works effectively with minimal supervision
- Understands and follows oral and written instructions related to complex technical matters
- Communicates effectively both orally and in writing
- Works effectively under pressure in a fast-paced environment and under strict deadlines
- Makes mathematical calculations with accuracy
- Works efficiently with frequent interruptions
- Schedules and performs work to meet established timelines
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs related duties as assigned or needed

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (50 pounds), carry (50 pounds), push/pull (50 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate computer equipment with speed and accuracy

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**JOB QUALIFICATIONS:**

**Education/Experience:**

- High school diploma or equivalent
- Any combination equivalent to two (2) years of college-level course work in computer technology and two (2) years of networked computer experience
- Website administration experience desirable

**Licenses, Certifications, Bonding, and/or Testing:**

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.