USC University of Southern California

Systems Analyst I
Job Description

JOB INFORMATION

Job Code:	165811
Job Title:	Systems Analyst I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student and/or temporary workers.
Job Family:	Systems Analysis
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in formulating operating systems scope and objectives, analyzing and evaluating existing or proposed systems, and devising or modifying systems to solve problems using data processing. Provides a link between users of computing resources and the systems development staff. Works under direct supervision and performs non-complex to well-defined tasks of medium complexity.

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.

X	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		<1 year		
	X	1 year		

Additional Work Experience

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

	Combined experience/education as substitute for minimum 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 operating system requirements and providing services.
	X	Knowledge and work experience with systems operations, development methodologies and tools, logic design, and one or more programming languages.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in formulating/defining operating systems scope and requirements through research and fact-finding to develop or modify operating systems. Prepares logical process designs and data structures for new systems. Provides detailed specifications from which simple or routine programs can be written.				
Analyzes and revises existing system logic and documentation as necessary to reduce operating problems, expedite processing and maximize systems efficiency.				
Provides analysis of data/information for routine and special reports.				
Assists in or prepares user and system documentation. Develops user documentation for operating systems and programs.				
Conducts problem analysis and submits recommendations for solution.				
Works with users to analyze functional/business areas where computing technology can be beneficial.				
Advises faculty and/or staff on most appropriate equipment and software to purchase based on needs and requirements.				
Stays informed of new developments and technologies.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/

Campus Security Authority (CSA)		Essential:
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.