

# Systems Software Analyst

## Position Details

Class Code: 1464

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, installs, maintains, and modifies computer software, including operating systems, control/communication programs, and other systems utilities.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs, configures, and modifies large-scale computer operating systems, utility programs, database management systems, application development systems, telecommunications systems, and third-party application systems.
2. Performs assembly and higher language programming to support inter-database, inter-system and inter-computer interfaces.
3. Analyzes and solves day-to-day terminal/network problems reported by users; uses network commands and software analysis tools to solve problems.
4. Modifies, tests, and changes Clark County School District communications software to improve performance.
5. Coordinates with applications programming staff to determine necessary modifications to systems software, tables, and parameter lists to support the installation of new applications.
6. Installs, tests, and implements vendor-supplied modifications to existing software.

7. Tests, evaluates, and recommends hardware/software to meet District computing requirements; delivers presentations of recommendations.
  8. Plans and develops test data to validate new/modified programs; designs input and output documents.
  9. Troubleshoots hardware and software problems for customers, agencies, and information systems personnel, as needed.
  10. Maintains documentation of systems installations, modifications, and security.
  11. Monitors system performance-related data daily; modifies appropriate system tuning parameters to correct and prevent problems.
  12. Confers with and instructs applications programmers, computer operators, and school/department staff in mainframe, mid-range, and personal computer systems.
  13. May supervise and evaluate assigned staff.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves all aspects of mainframe computer operating system software installation, upgrading, troubleshooting, and performance monitoring. (This is the entry-level class of this series.)

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of the installation and maintenance of complex mainframe operating systems software.
2. Knowledge of principles, practices and/or techniques of:
  - Systems performance monitoring/fine tuning
  - Database design and access
  - Systems documentation
  - Computer programming for administrative and business applications
  - Batch and online applications techniques
  - Form and document design
  - Job planning, prioritizing, and scheduling
3. Knowledge of recordkeeping principles and practices.
4. Ability to prepare effective educational and system documents.
5. Ability to make effective verbal and written presentations to groups.

6. Contributes effectively to the accomplishment of team/department goals, objectives, and activities.
  7. Ability to utilize software to create, reformat, and modify physical database structures; reads detailed technical manuals, program upload/download procedures and interface programs.
  8. Ability to use various methods, procedures, techniques, and programming languages in implementing, maintaining, and fine-tuning hardware, software, communications, and databases.
  9. Ability to maintain current knowledge of technology and new computer applications.
  10. Ability to create logical procedures, code steps into programming instructions, and develop tests to validate program design.
  11. Ability to exercise sound, independent decisions within established procedural guidelines.
  12. Ability to work in confined areas.
  13. Ability to work flexible hours or shifts.
  14. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
  15. Ability to recognize and report hazards and apply safe work methods.
  16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.); and six (6) years of professional experience in applications or systems programming; or,  
Associate's degree and four (4) years of professional experience in applications or systems programming; or,  
Bachelor's degree and two (2) years of professional experience in applications or systems programming.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. College transcript(s), if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Central Information Systems Department, and travel to and from schools and other district office settings.

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## **Work Environment**

### **Strength**

Sedentary to medium – exert force of 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

### **Physical Demand**

Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office settings and exposure to moderate noise intensity levels.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, modems, telephones, fax machines, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 06/02/23
- Created: 02/24/00