

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Systems Analyst	<b>SALARY GRADE:</b>	HU-12
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	2727	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes ]

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**BASIC FUNCTION:**                    The purpose of this position is to analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations.

**SUPERVISORY ACCOUNTABILITY:**                    Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:**                    Internal contacts include executives, administrators and employees from all divisions and departments within the university structure. External contacts include representatives of government agencies, colleges and universities, professional groups, vendors and the general public.

**PRINCIPAL ACCOUNTABILITIES:**                    Expand or modify system to serve new purposes or improve work flow.  
Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.  
Develop, document and revise system design procedures, test procedures, and quality standards.  
Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.  
Review and analyze computer printouts and performance indicators to locate code problems, and correct errors by correcting codes.  
Consult with management to ensure agreement on system principles.  
Confer with clients regarding the nature of the information processing or computation needs a computer program is to address.  
Read manuals, periodicals, and technical reports to learn how to develop programs that meet staff and user requirements.  
Coordinate and link the computer systems within an organization to increase compatibility and so information can be shared.  
Determine computer software or hardware needed to set up or alter system.

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**CORE COMPETENCIES:** Proficiency in Web-based database management and Web development, including application development, database structure and design, quality assurance, security, risk management, and disaster recovery.

Ability to implement industry standards and appropriate methodology for program and application development.

Familiarity with HTML and Web database application development including Microsoft Active Server pages (ASP), Dreamweaver software; advanced skills in imaging, data communication, and productivity tools.

Ability to use UNIX and MS SQL Servers, MS Access, and Visual Basic; Windows 95, NT, and 2000, MS Office Suite.

Ability to evaluate, select, and learn new software and operating systems; ability to identify and resolve problems, including hardware and software problems.

Competence in both oral and written English.

Ability to understand end-user needs and provide assistance.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Computer Science or closely related field and minimum of 3-6 years of relevant experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management