SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Senior Systems Analyst, DWA
REPORTS TO: Assigned Supervisor

DEPARTMENT: Integrated Technology Support Services
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 062

REVISED: September 24, 2019

BASIC FUNCTION:
Work with District management, Subject Matter Experts (SMEs) and vendor project staff (software and integration) to identify, analyze and document current business processes, both manual and automated; plan, configure and customize District Wide Applications (DWA), following industry best practices, to best meet the District’s requirements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Analyze user requests and administrative activities to determine scope of operational and informational needs. E

Assist with the development of Request For Proposals; provide input to and review software and integration vendor contracts. E

Organize task forces as needed to obtain functional requirements, design details, and approval of project direction. E

Consult with management and subject matter experts on system requirements, schedules, and planned implementation strategies; familiarize management and subject matter experts with capabilities and limitations of data processing. E

Perform feasibility studies and prepare project proposals; prepare specifications and develop timetables; develop and monitor DWA implementation and integration plans. E

Conduct reviews and approve systems analysis and design documents, programming and database specifications and finished product. E

Conduct reviews of current business processes to facilitate the development of business processes based on DWA applications and industry best practices. E

Coordinate the data cleansing, data mapping and data conversion efforts for integrated relational databases; assist in the definition and development of system databases and act as a resource to other staff. E

Apply DWA project management methodology to monitor project schedules to ensure that requirements are met and vendor deliverables are received according to approved timeline and quality standards; prepare progress reports on projects for project managers; attend project meetings as required to report status, raise issues and concerns, and alert management to risks. E

Review and approve user guides and training materials. E
Conduct system-level testing and assist end-users with acceptance level testing; maintain a continuing liaison with users to ensure implementation and maintenance of systems.

Troubleshoot and resolve system issues reported by users or found during testing.

May act as a project team leader and assign, review, and approve the results of assigned tasks completed by others.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in Information Systems or directly related field and four years of recent, progressively responsible experience in systems development or analysis of major applications. Coursework must include systems analysis. In-depth understanding and two years experience supporting ERP platforms or Student Information Systems may be required for certain positions. Experience with PeopleTools and support of ERP platforms such as PeopleSoft HCM, Finance, SCM, and Student Information Systems such as PowerSchool is desirable.

**LICENSES AND OTHER REQUIREMENTS:**
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).
Microsoft SQL Server Development certification or equivalent experience desired.
Project Management Professional (PMP) certification or equivalent experience desired.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Client/Server, relational database, Web, data warehouse and portal technologies.
- Technical aspects of field of specialty.
- Principles, purposes, functions, policies, and practices of the organization and public administration.
- District business procedures, processes, and policies pertinent to assigned area.
- Research methods and techniques.
- Methods of statistical analysis and presentation; techniques of data collection and analysis.
- Principles of training methods.
- Oral and written English communication skills.

**ABILITY TO:**
- Apply project management methodologies to large-scale projects involving district and vendor personnel.
- Assist users in determining computer needs.
- Analyze complex administrative functions and information requirements.
- Demonstrate leadership skills while working with diverse groups of people.
- Communicate effectively orally and in writing.
- Train and lead the work of others.
- Use development and maintenance methodology.
- Establish and maintain effective working relationships with others.
- Operate standard office equipment including computing devices and related software applications.
- Operate with a high degree of independence with limited direction.
- Plan and organize work.
- Establish and meet schedules and timelines.
- Maintain records.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

A Systems Analyst applies a thorough knowledge of programming techniques and computer system capacity in designing, selecting, and modifying software programs to provide effective service to users of the district’s student information and business software application systems and related databases.

A Senior Systems Analyst, DWA, plans, configures, and customizes District Wide Applications (DWA) to meet district requirements; organizes user task forces, develops and monitors DWA implementation and integration plans for business processes.

A Senior Systems Analyst analyzes complex administrative functions and information requirements; organizes user task forces, develops and monitors system implementation plans, and conducts system level testing to ensure implementation and maintenance of systems.

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