### BASIC FUNCTION:
Work with management and others to identify areas currently being processed manually which can be adapted to an automated process; analyze needs, develop proposals, assist IT staff with systems development to meet user requirements, and Enterprise Resource Planning (ERP) system support.

### 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**

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

- Consult with users on system requirements, schedules, and planned implementation strategies; familiarize users with capabilities and limitations of data processing. **E**

- Participate in reviews of programs and systems development; perform feasibility studies and prepare project proposals; prepare specifications and develop timetables; develop and monitor system implementation plans. **E**

- Assist in the development of system databases and act as a resource to other staff. **E**

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

- Respond to ad hoc report requests and generate data sets, dashboards, or printed reports from multiple data sources. **E**

- Monitor project schedules to ensure that requirements are met; prepare progress reports on projects for supervisors and administrators. **E**

- Prepare plans for user training and communication when new features or functionality is introduced. **E**

- Create and update training materials, such as handbooks, job aids, or on-line resources for staff. **E**

- Review and approve user guides and training materials. **E**
Train staff in new functionality.

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.

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 such as PeopleSoft may be required for certain positions. Experience with PeopleTools and support of any PeopleSoft HCM, Finance and SCM applications is desirable.

**LICENSES AND OTHER REQUIREMENTS:**
Microsoft SQL Server Development certification or equivalent experience desired.
Project Management Professional (PMP) certification or equivalent experience desired.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
On premise and/or SaaS/Cloud data management/security needs.
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:**
Assist users in determining computer needs.
Analyze complex administrative functions and information requirements, and adopt an effective course of action.
Interpret and apply laws, rules, regulations, policies, and procedures pertinent to assigned area.
Evaluate work methods and procedures.
Operate with a high degree of independence with limited direction.
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.
Plan and organize work.
Establish and meet schedules and time lines.
Maintain records.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor office.

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 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.

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.

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