SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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

DEPARTMENT: District Wide Applications
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 062 OTBS

ISSUED: March 25, 2003

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. E

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 of major applications. Coursework must include systems analysis. Training and/or experience in project management, web technology, development tools and PeopleSoft HCM and Finance, Zangle, or 4GL is highly desirable. COBOL programming is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Client/Server, relational database, Web, data warehouse and portal technologies.
Technical aspects of field of specialty.
Oral and written 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.
Direct the work of others.
Use development and maintenance methodology.
Establish and maintain effective working relationships with others.
Operate standard office equipment including microcomputers and related software applications.
Plan and organize work.
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.

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