SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Senior Systems Analyst

REPORTS TO: Assigned Supervisor

DEPARTMENT: Various

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 062 OTBS

REVISED: July 27, 2005

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, and assist staff in developing systems to meet user 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

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

Monitor project schedules to ensure that requirements are met; prepare progress reports on projects for supervisors and administrators. 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. In-depth understanding of PeopleTools and two years of PeopleSoft HRMS applications with 8.x and 8.4 and/or PeopleSoft Financials/SCM may be required for certain positions.

LICENSES AND OTHER REQUIREMENTS:
None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Mainframe, client/server and/or microcomputer data management needs.
Technical aspects of field of specialty.

ABILITY TO:
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 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.

Revised 7.27.05--JB
Job Code 6719
PH