



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: March 25, 2025

Subject: Eliminate IT Functional Analyst Position and Create IT Systems Analyst Position

Recommendation: Approve the elimination of the IT Functional Analyst and the creation of the IT Systems Analyst position

Background and Rationale:

The decision to eliminate the IT Functional Analyst position and create the IT Systems Analyst position is driven by the need to align the role with evolving responsibilities and expanding skillset required to support our growing technical needs. With the resignation of the current IT Functional Analyst, this provides an opportunity to reassess and broaden the scope of the position. Previously, the role focused mainly on business process analysis and functional support. However, as the institution progresses toward integrating more complex ERP system and future technologies on the roadmap, it is essential that the role encompasses not only functional expertise but also a strong technical foundation in system architecture and integrations.

By creating the IT Systems Analyst position, we are recognizing the need for a candidate with a broader technical skillset, including a deeper understanding of system architectures, data flows, and integration technologies. This change reflects our commitment to ensuring that the person in this position can bridge the gap between business processes and the technical systems that support them.

Cost and Budgetary Support: \$14,211 increase in salary from A-15 to AA-1 from AY25 budget

Strategic Priority Alignment:

☐ Student Success

☐ Community Impact

☒ Resource Optimization

☒ Institutional Excellence

Resource Person(s): Kettida Vasiknanon; Vice President of Information Technology

Signatures:

Cabinet-Level Supervisor

Date

President's Approval:

President

POLICY DB (LOCAL)
08/01/2020

Date



**Wharton County
Junior College**

JOB DESCRIPTION

Human Resources Department

| | |
|---|---|
| JOB TITLE: Systems Analyst | FLSA: Exempt |
| | GRADE: AA – 1 NBAPOSN: ITS003 |
| LOCATION: Administration Building, Wharton Campus | EFFECTIVE DATE: September 1, 2004 |
| | REVISION DATE: October 28, 2024 |
| REPORTS TO: Director, Enterprise Systems | |

PURPOSE AND SCOPE:

The Systems Analyst analyzes user requirements, procedures, and problems to automate processing, or improve existing computer information systems and to develop new computer information systems. Codes, tests and implements procedures to ensure data accuracy and integrity. The position reports to the Director, Enterprise Systems.

ESSENTIAL JOB FUNCTIONS:

1. Assists functional end-users in analyzing business processes and adapting those processes to work within the Banner application when possible.
2. Develops and maintains PL/SQL programs to correct problems within the College's information systems.
3. Assists with the integration of Banner with other information systems such as report archiving, email, web portals, WebCT, CRM and other information systems.
4. Develops reporting solutions using appropriate technology tools. Develops and maintains programs to ensure data integrity and extract data from College databases.
5. Documents processes and procedures in functional areas.
6. Collaborates with the Banner Team on programming tasks, security requirements, upgrades and modifications and the impact on the information system as a whole.
7. Studies manuals, periodicals, and technical reports to gain knowledge needed to support the functional areas.
8. Recreates steps taken by user to locate the source of problems and identify the proper problem resolution.
9. Develops and maintains functional training materials and trains users to operate programs and provide technical assistance.

Initials

KNOWLEDGE, SKILLS, EXPERIENCE:

Bachelor's Degree in computer information systems or eight years of work experience in programming or a combination of education and work experience is required. Two years experience in programming using SQL Plus, PL/SQL, and Unix commands on an Oracle or another enterprise-class relational database management system including one-year experience with Oracle Forms, Microsoft Access, and Microsoft Excel is required. Knowledge in ODBC connectivity required. Criminal background check required.

SUPERVISION OF OTHERS

This position does not have any supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED

The Systems Analyst is responsible and accountable to the Director, Enterprise Systems for fulfilling the objectives, standards and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

PC workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts with the community and local and state agencies.

Internal contacts with administrators, faculty and staff.

COMPLEXITY/EFFORT:

Ability to read and interpret departmental policies, procedures and instructions. Ability to hear and understand staff and public inquiries, supervisor's oral instructions, and emergency announcements. Sufficient manual dexterity to prepare reports, graphics, letters, and other data on the computer. Meet the public in situations requiring tact, diplomacy and poise. Professional working relationships, both with the college and with the general public require the incumbent to maintain a high degree of judgment, tact, and discretion at all times. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. Demonstrated commitment to the mission of a comprehensive community college. Must be detail oriented. Ability to handle emergency situations as they arise in the office. Ability to work on a number of projects simultaneously and prioritize workloads.

Initials

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Travel is required. Exposure to natural atmospheric conditions such as dirt and dust, etc. Ability to operate equipment.

GENERALIZED WORK CONDITIONS:

Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish work.

Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Communicating with Persons Outside the Organization - Communicating with persons outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

LAST MODIFIED: October 28, 2024

Employee's Signature

Date

Supervisor's Signature

Date