

CLASSIFICATION DESCRIPTION

TITLE: Systems Specialist/Application Analyst

<u>Title of Immediate Supervisor:</u> Manager of Technology	<u>Department:</u> Technology	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Executive Employees Association (EEA) – Administrative Salary Schedule, Pay Level 1

General Summary or Purpose of Job: Systems Specialist /Application Analyst

Provide user support and system administration. Maintain Student Information System by planning, monitoring, and improving performance. Perform cyclical updates to system and annual roll-forwards of the Student Information System data. Assist administrative users in the process of achieving mastery over their functional areas of systems. Research, evaluate, analyze, design, recommend and implement technologies and business processes related to student systems.

DUTY NO.	ESSENTIAL DUTIES (These duties are a representative sample; position assignments may vary)	FREQUENCY
1.	Plans, coordinates and implements the development, maintenance and upgrading for the Student Information System and ancillary student subsystems as determined by district needs and the Manager of Technology.	Monthly and annually 10%
2.	Provide user support - assistance/training in data retrieval for internal reporting purposes and data extracts for state/federal reporting requirements. Assist users in problem solving and resolution of issues with systems.	Ongoing Daily 60%
3.	Maintain system and staff readiness for day-to-day and emergency electronic messaging system.	Seasonal 5%
4.	Participate in review and recommendation of student systems and related subsystems for the purposes of optimizing performance and cost effectiveness for the district, and applying enhancements to the student system currently in use.	5%
5.	Participate as needed to monitor performance of assigned systems, and to diagnose and resolve system outages.	5%
6.	Participate in ongoing self-training and attend administrator group meetings.	5%
7.	Assists with day-to-day tasks of departmental functions.	5%
8.	Others duties as assigned	5%

Minimum Qualifications:

- Bachelor's degree (B.S. or B.A.) from a four-year College or University in Computer Science, MIS or Technology Area plus two years of related work experience in a Technology position in a company or school comparable in size with this District
OR
- Two year Trade/Vocational School certification/degree in Computer Science, MIS, Business Technology or Technology Area plus four years of related work experience in a Technology position in a company or school comparable in size with this District
OR
- High School diploma or GED and eight plus years of related work experience in a Technology position in a company or district comparable in size with this District
- Must be able to travel between District sites in a timely manner

Knowledge and Skill Requirements:

- Experience working in a Technology position in a K12 School District
- Experience managing or supporting Infinite Campus, another Student Information System or a large/company-wide database application system
- Data extraction, adhoc reporting and query of system data
- Data Analysis and Interpretation
- Problem solving and analysis
- Technical writing and documentation
- Customer service and communication

Desirable Qualifications:

- Experience managing/supporting Follett Destiny or another School Library Management System
- Experience supporting Versatrans or another School Transportation System
- Data file specifications and movement of data between systems
- Structured Query Language (SQL)

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.				
Up to 100 lbs.				
More than 100 lbs.				

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		√
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Created 12/2011; Revised 7/2016