

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: January 16, 2019

Date of This Proposal: December 7, 2018

**SUBJECT (item as it will appear on agenda):** Approve the reorganization of the Information Systems department by upgrading a Systems Analyst positions to Director of Information Systems.

**RECOMMENDATION:** The current organization of the Information Systems area consists of one Senior Systems Analyst and three Systems Analyst positions. A reorganization of this area is necessary due to the impending retirement of a staff member of twenty plus years in March 2019 and the needed in-house training for a newly hired staff member in January 2019. The reorganization would consist of upgrading a Systems Analyst position to Director of Information Systems who will have oversight of the department which includes a Senior Systems Analyst and two Systems Analyst positions. A copy of the proposed new organization chart is attached.

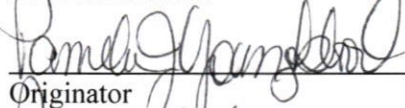
**BACKGROUND/RATIONALE:** The area of Information Systems is critical for the College's success. Reorganization will improve oversight of the staffing and the many functions this area supports, such as:

- the business functions and users of the Banner System
- implementing new Banner functionality
- the technical setup and business functions of the document imaging system
- the maintenance of the Integrated Learning Platform (ILP), integration between Blackboard and Banner
- creating or modifying MS Access reports for end users
- developing and maintaining automated workflows for Banner task
- implementing new software solutions such as EAB

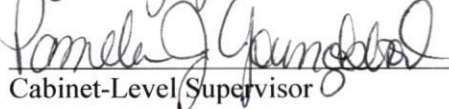
**Estimated Cost and Budgetary Support (how will this be paid for?):** \$0 The upgrade and changes are estimated to be within the current budget allocation.

**RESOURCE PERSON(S) [name(s) and title(s)]:**  
**Pamela J. Youngblood, Vice President of Technology**

**SIGNATURES:**

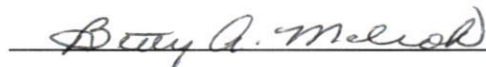
  
\_\_\_\_\_  
Originator

12-7-2018  
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Date

  
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Cabinet-Level Supervisor

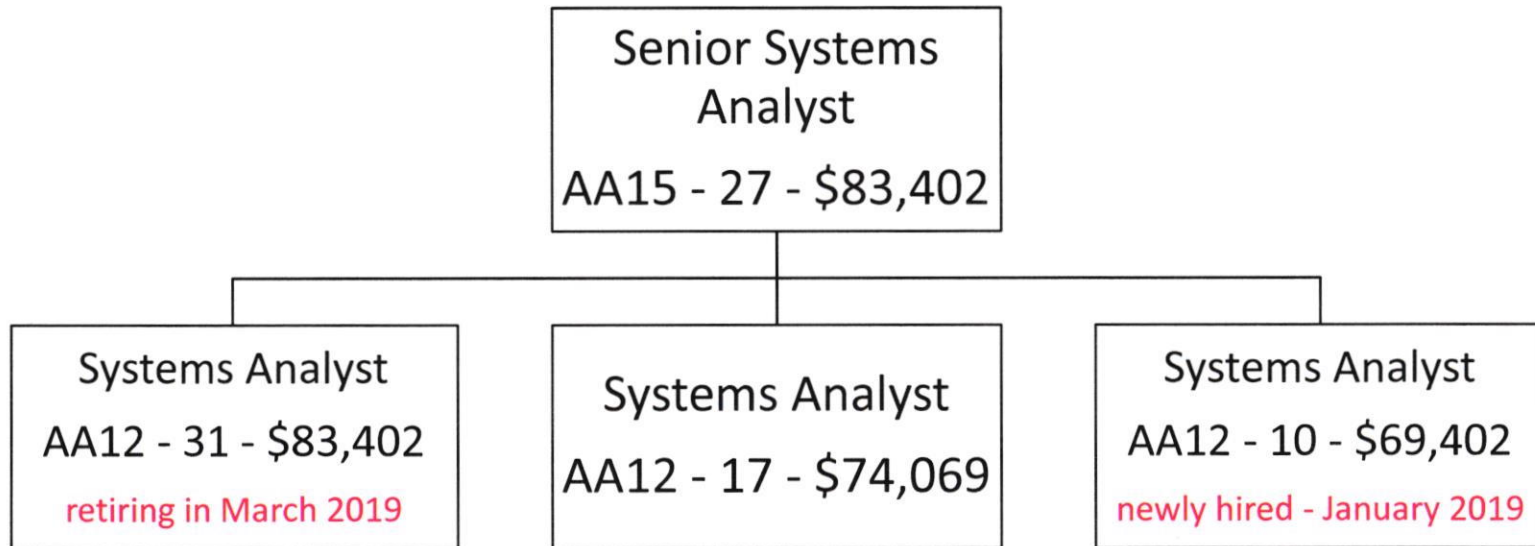
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**PRESIDENT'S APPROVAL:**

  
\_\_\_\_\_  
President

1-4-19  
\_\_\_\_\_  
Date

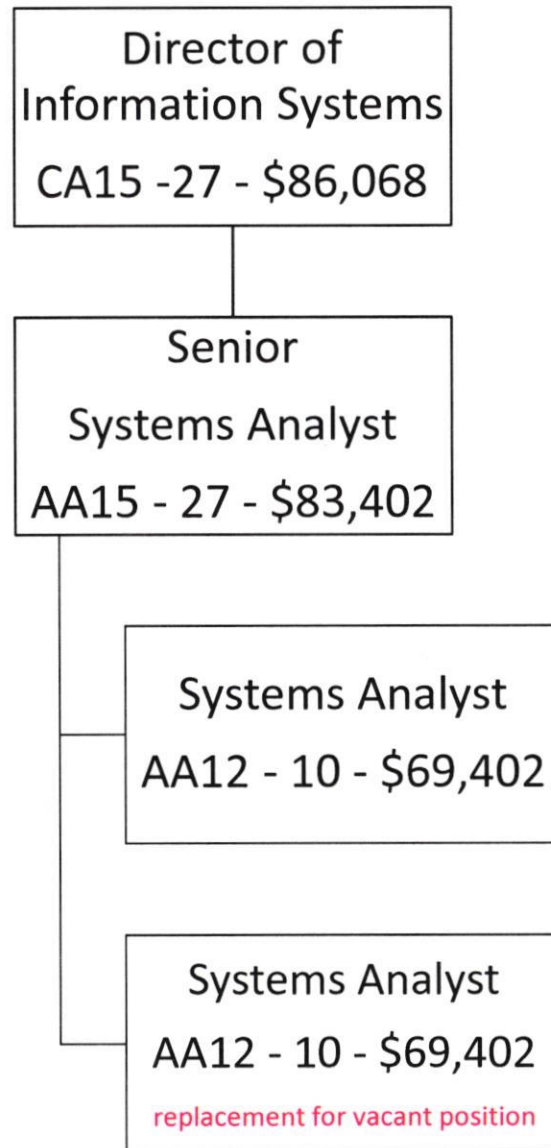
**Current**  
**Information Systems Organization Chart**



Total Salaries: \$310,275

**New**

**Information Systems Organization Chart**



Total Salaries: \$308,274



**JOB DESCRIPTION**  
**Human Resources Department**

<b>JOB TITLE:</b> Director of Information Systems	<b>FLSA:</b> Exempt <b>GRADE:</b> CA-15
	<b>NBAPOSN:</b>
<b>LOCATION:</b> Administration Building, Wharton Campus	<b>EFFECTIVE DATE:</b>
	<b>REVISION DATE:</b>
<b>REPORTS TO:</b> Vice President of Technology	

**PURPOSE AND SCOPE:**

The Director of Information Systems is responsible for the technical support for each of the administrative functional areas, oversight of the development and maintenance of documentation of procedures for Banner, management of risk and issue resolution in each of the administrative functional areas, development of reports and procedures for ensuring data integrity in functional areas, planning and procedures for user training. Other responsibilities include: on-going maintenance of and upgrades to currently implemented functions, implementation of features in Banner that would increase the efficiency and effectiveness of each administrative area and services to students, faculty, staff, and administration provided by the functional areas, and supervision of the Senior Systems Analyst and Systems Analyst.

**ESSENTIAL JOB FUNCTIONS:**

1. This position coordinates project activities with the Vice President of Technology, facilitates the institution's resource requirements, manages production preparation activities, and coordinates the resolution of any change in policies and operation procedures with the functional areas.
2. This position develops planning documents for organizational change, configuration management, training, and testing related to Banner.
3. This position assists functional end-users in analyzing business processes and adapting those processes to work within the Banner application when possible.
4. This position develops and maintains PL/SQL programs to research and correct problems within the College's information systems.
5. This position assists with the integration of Banner with other information systems such as report archiving, email, web portals, Blackboard and other information systems.

6. This position uses tools such as cron, Automic, and Windows Task Scheduler to automate current and future processes and develop program/scripts to assist in the automation of current and future processes.
7. This position develops reporting solutions using appropriate technology tools. Develops and maintains programs to ensure data integrity and extract data from college databases.
8. This position assists with the creation of documentation of processes and procedures in the functional areas.
9. This position collaborates with the Banner Team on programming tasks, security requirements, upgrades and modifications and the impact on the information system as a whole.
10. This position studies manuals, periodicals, and technical reports to gain knowledge needed to support the functional areas.
11. This position recreates steps taken by user to locate the source of problems and identify the proper problem resolution.
12. This position develops and maintains functional training materials and trains users to operate programs and provides technical assistance.
13. This position is responsible for other duties as assigned by supervisor.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a Bachelor's Degree. This position requires five years' experience at a community college in implementation, maintaining, and enhancing a management information system. The five years' is to consist of two years' experience using SQL Plus or PL/SQL and one year experience using Pro\*C on an Oracle or another enterprise-class relational database management system including experience with Microsoft Access is required. This position requires experience in project management, such as implementing and upgrading new technologies. This position requires the ability to work effectively and congenially with faculty, students, and staff and possess outstanding time management and organizational skills. Criminal background check is also required.

**SUPERVISION OF OTHERS:**

The Director of Information Systems has supervisory responsibilities for the Information Systems department.

**SUPERVISION AND DIRECTION RECEIVED:**

The Director of Information Systems is responsible and accountable to the Vice President of Technology for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outline 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:**

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

**CONTACTS:**

External contacts of this position are with the Board of Trustees, community, local and state agencies and vendors.

Internal contacts of this position are with administrators, faculty, staff, and students.

**COMPLEXITY/EFFORT:**

This position requires the ability to read and interpret departmental policies, procedures and instructions, the ability to hear and understand employee inquiries and oral instructions from supervisor and emergency announcements, and sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer. This position requires a demonstrated ability to write clearly (must convey the given content simply and directly, using language, phrasing and structure appropriate to the audience.) This position requires excellent communication skills, both verbal and written. This position requires a demonstrated ability to organize written and graphic information in a logical and pleasing manner, the ability to work cooperatively, creatively, and flexibly, and a demonstrated ability in project management for projects that span at least 12 months and involve twenty or more employees working on the project.

**WORKING CONDITIONS:**

Work of this position is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Travel is required. This position has exposure to natural atmospheric conditions such as dirt and dust, etc.

**LAST MODIFIED:**

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Initials