

(NEW 7-1-09)

JOB DESCRIPTION

TITLE: SCHEDULING ANALYST

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/ Associate's degree in Computer Science, Business or related field from accredited college or technical school; or five years related experience and/or training; or equivalent combination of education and experience. Five (5) years experience with student scheduling and Florida Department of Education scheduling requirements utilizing complex computer systems. Knowledge and skill in system analysis, user support and problem resolution, project planning, and project management. Advanced computer skills.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from administrators, employees, and the general public.

MATHEMATICAL: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**CERTIFICATE/
LICENSE:** N/A

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to walk; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific visual requirements for this job will include close vision, distance vision; and have the ability to adjust focus. The employee shall

remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

WORK

ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO: Coordinator, Administrative Technology

GENERAL RESPONSIBILITIES

1. Analyzes, designs, and develops scheduling methodology in support of district requirements and in compliance with Florida Department of Education regulations.
2. Develops and maintains annual student scheduling project plan/schedule and oversees the execution of the scheduling project plan.
3. Coordinates and leads activities of scheduling project teams.
4. Participates with senior personnel in developing scheduling design requirements.

SPECIFIC RESPONSIBILITIES

1. Serves as project leader, coordinating the activities of scheduling staff, user support team, district trainer, and technology staff.
2. Conducts systems analysis for proposed changes and enhancements to student scheduling requirements.
3. Analyzes user requirements, procedures and problems to automate and improve existing scheduling methods.
4. Monitors and analyzes Florida Department of Education scheduling and reporting requirements for changes and modifies scheduling procedures to ensure compliance.
5. Designs system enhancements in support of the school district and Florida Department of Education requirements. Works closely with the vendor during the development, testing and implementation of the enhancements.
6. Performs system administrative tasks such as security administration, system control record set up and maintenance for scheduling software.
7. Designs and creates scheduling reports for schools and departments.

8. Coordinates with User Support team for testing, documentation, training and end user support for all scheduling software.
9. Defines scheduling end user training requirements and supports the Technology Trainer on all aspects of student scheduling training and documentation.
10. On an emergency basis, remains on call to assist in resolving critical problems affecting the student scheduling process.
11. Analyzes scheduling issues and develops solutions to resolve scheduling problems.
12. Attends meeting with users, administrators, and senior staff as requested.
13. Develops and maintains Standard Operating Procedures to support scheduling software.
14. Performs such other duties as assigned.