

JOB DESCRIPTION

TITLE SYSTEMS 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/ Experience	Bachelor's degree or Associate/Technical degree with related work experience; and five (5) years experience as a programmer analyst in a complex computer environment utilizing midrange-computer and server based systems; or equivalent combination of education and experience or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Knowledge and skill in software development, software maintenance, systems analysis and project management.
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 groups of administrators, employees and the general public.
Mathematical Skills	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/or 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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Employee is required to use a computer keyboard for

extended periods of time. Specific vision ability required by this job includes close vision, distance vision, and 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 Assigned Supervisor

GENERAL RESPONSIBILITIES

1. Analyzes, designs, develops programming specifications, prepares documentation, develops and maintains programs and/or software systems, and performs quality assurance testing.
2. Coordinates and leads activities of project teams.

SPECIFIC RESPONSIBILITIES

1. Conducts systems analysis for proposed new software systems and modifications to existing software systems.
2. Analyzes user requirements, procedures and problems to automate and improve existing systems.
3. Provides end user technical support.
4. Serves as project leader, coordinating the activities of other project team members.
5. Serves as database analyst for those database files in area of assigned responsibility.
6. Supports the Manager of User support with testing, documentation, and end user support.
7. Supports the Manager of Computer Operations with job scheduling and backup procedures.
8. Supports the Manager of User Support and the MIS Trainer with end user training.
9. Participates in program coding when working as a team member on software development projects.
10. Develops quality assurance test plans and performs quality assurance testing on all new and modified software.

11. Assists in hardware/software analysis and purchasing of commercially available products.
12. Develops and maintains Standard Operating Procedures in support of application software.
13. Assists with defining, documenting, testing, and executing Disaster Recovery emergency procedures as required.
14. Performs other duties as assigned.