

Job Description

Job Title: **Application System Analyst, Journey**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **090520**
 FLSA Status: **Ex - C**
 Pay Range: **L02**
 Typical Work Year: **12 months**

SUMMARY: Install, configure, enhance, customize, maintain and support district computer based systems and applications. Systems include the Student Information System, data warehouse suite, E-mail application suite and the enterprise data backup and recovery systems. Implement, configure, maintain and troubleshoot the archival appliances and systems. Design, develop and conduct staff activities and produce documentation and training information. Provide system data logs and system performance rubrics for CITO and I.T. Managers. Derive and compile data used by administrators and school community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Participate at all stages of development, including research, design, testing and implementation of computer based applications including Student Information Systems, E-mail and Anti-Malware systems.	D	20%
2. Install, configure, enhance, customize, maintain and support the district student information system and E-mail software by analyzing, testing and implementing new software, modules, and upgrades to existing software	D	20%
3. Provide technical expertise and direct support for problem solving, troubleshooting, and general use for district staff, community in the operation of the district’s data warehouse suite, Student Information Systems, E-mail systems suite; solicit cooperation from software engineers, as needed	D	15%
4. Install, configure enhance, maintain and support the district’s Enterprise data backup and recovery system. Develop, test, implement and maintain the district’s disaster recovery plan.	D	15%
5. Design, develop, coordinate and conduct professional development activities related to the use of the district’s E-mail and anti-spam systems, Student Information Systems, data warehouse suite and other applications.	Q	8%
6. Derive, compile and use data in all phases of report processing and ensure accurate and timely reporting from the district’s application and systems for use by administrators and school community. Provide system data logs and performance rubrics for the CITO and IT Managers.	Q	8%
7. Interface with other departments and other systems providers to resolve conversion, and/or production issues. Assure data integrity by identifying problems and offering solutions.	Q	6%
8. Review and approves documentation for the system and communicates any procedural changes to appropriate staff members. Develop and produce documentation and training manuals, as needed.	Q	4%
9. Evaluate new software solutions.	Q	3%
10. Perform other duties as assigned.	Ongoing	1%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in information technology or related field. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of three (3) years experience in a technical computer applications role; knowledge of the existing software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Veritas/Symantic or equivalent Enterprise Backup Certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- High level of analytical and problem solving skill, including data analysis, program design, testing, debugging and detailed database concepts and operating systems.

- Strong working knowledge of current computer software applications and student information systems.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Good communication and interpersonal skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- PC and related software applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Basic knowledge of servers, mainframes and networks.
- Familiarity with general office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Administrative Data Services Executive Director	090529

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- none

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	