

**Central Valley School District  
Job Description**

**TITLE** **Data Systems Analyst 1**

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**GENERAL SUMMARY**

The Data Systems Analyst Lead 1 is responsible for the planning, organization and coordination required for support, implementation and maintenance of computer based information processing systems, data preparation methods and procedures and equipment operation. The role is responsible for staff training, liaison between district departments and external and requirements. It is necessary for this position to analyze external requirements to provide accuracy of information within core student information systems and integration with other applications including but not limited to data related to staffing, scheduling, student records and state reporting.

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Depending upon the individual assignment, the Data Systems Analyst 1 may perform all or a combination of the following:

1. Act as the lead in planning, organizing, coordinating and implementing activities required to support information services.
2. Manage, assign and monitor projects.
3. Prioritize and coordinate work collaboratively within the department, with other departments and with external agencies as pertinent.
4. Develop and maintain accurate records of activities and operations to ensure departmental documentation procedures.
5. Design and provide and/or coordinate effective training to systems users based on internal needs.
6. Coordinate the preparation and maintenance of various periodic federal, district and state required reports, data imports and data exports.
7. Ensure completion of regular state reporting processes (e.g. CEDARS), maintaining awareness of regulatory changes and impacts.
8. Provide timely and professional communication and follow-up to users on behalf of the department as needed.
9. Analyze and maintain all aspects of student and/or business systems processes and setups.
10. Modify and/or customize data systems applications to meet district requirements.
11. Work with department personnel to plan work schedules and evaluate plans for assigned projects.
12. Provide help desk and direct support to all district staff, problem-solving and determining resolution.
13. Collaborate effectively with supporting vendor partners to ensure seamless data and systems management.
14. Manage systems access, privileges and information migration.
15. Analyze, create, run and/or modify various approved reports in alignment with specific district software systems and/or applications.
16. Prepare operating manuals of well documented and clear instructions as needed to ensure adequate understanding by end users and/or Technology Services staff.
17. Audit the introduction and implementation of systems/applications and assist in the testing, documenting, and correction of problems following established departmental procedures and standards.
18. Coordinate the job processing schedule with Technology Services staff and users for all critical business management and student information functions and processes.
19. Exhibit confidentiality and initiative in performing job functions.
20. Communicate in a professional, effective and timely manner.
21. Perform other related duties as assigned.

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## **REPORTING RELATIONSHIPS**

This position reports to the Director of Career and Technical Education.

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## **MENTAL DEMANDS**

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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## **PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; repetitive hand motions associated with use of keyboard; dexterity and precision required in the operation of a computer.

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## **QUALIFICATIONS**

1. Three or more years of successful college or technical school education with emphasis in Computer Science, Management Information Systems or related. Combined equivalent work experience in SunGard eSchoolPLUS and BusinessPLUS or other system enterprise information system may be substituted on a year-for-year basis.
2. A minimum of two years' experience in a data analyst-related role.
3. Two or more years of experience in a leadership role exhibiting skills in handling increased responsibilities.
4. Ability to analyze problems and to design and describe solutions.
5. Experience as a project manager desired.
6. Proficiency in the use of MS Word, Excel and PowerPoint.
7. Knowledge/experience with the following: SQL, Industry-Standard Report Writing Software creating advanced reports (Cognos preferred; SSRS preferred)
8. Knowledge of school district student information and business management systems (SunGard PS preferred)
9. Knowledge of state regulations and reporting requirements applicable to student information and records retention; FERPA and HIPPA confidentiality regulations as they apply to student data.
10. Strong verbal and written communication skills.

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**UNIT AFFILIATION** PSE - Technical

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## **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.