

**Central Valley School District
Job Description**

TITLE: Data Systems Analyst 2

GENERAL SUMMARY

The Data Systems Analyst 2 is responsible for analysis, design, implementation and maintenance of computer based information processing systems, data preparation methods and procedures and equipment operation as well as support of end users in use of the systems.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Data Systems Analyst 2 may perform all or a combination of the following:

1. Analyze and maintain all aspects of student and/or business systems processes and setups.
 2. Modify and/or customize data systems applications to meet district requirements.
 3. Work with department personnel to plan work schedules and evaluate plans for assigned projects.
 4. Provide help desk and direct support to all district staff, problem-solving and determining resolution.
 5. Collaborate effectively with supporting vendor partners to ensure seamless data and systems management.
 6. Manage systems access, privileges and information migration.
 7. Analyze, create, run and/or modify various approved reports in alignment with specific district software systems and/or applications.
 8. Prepare operating manuals of well documented and clear instructions as needed to ensure adequate understanding by end users and/or Technology Services staff.
 9. Audit the introduction and implementation of systems/applications and assist in the testing, documenting, and correction of problems following established departmental procedures and standards.
 10. Coordinate the job processing schedule with Technology Services staff and users for all critical business management and student information functions and processes.
 11. Exhibit confidentiality and initiative in performing job functions.
 12. Communicate in a professional, effective and timely manner.
 13. Perform other related duties as assigned.
-

REPORTING RELATIONSHIPS

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

MENTAL DEMANDS

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

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.

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 computer analyst-related role.
3. Ability to analyze problems and to design and describe solutions.
4. Proficiency in the use of MS Word, Excel and PowerPoint.
5. Experience as a project manager desired.
6. Knowledge/experience with the following: SQL, Industry-Standard Report Writing Software creating advanced reports (Cognos preferred)
7. Knowledge of school district student information and business management systems (SunGard PS preferred)
8. Strong verbal and written communication skills.

UNIT AFFILIATION PSE -

Technical

CONDITIONS

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

CLASSIFICATION HISTORY

Revised 05/03

Revised 02/07

Revised 06/12

Revised 10/13

Revised 10/15 (from Computer Programmer/Analyst2)
