

Job Description

San Ramon Valley Unified School District

Systems Analyst

Purpose Statement

The job of Systems Analyst is done for the purpose of analyzing the District's departmental and individual requirements for automated solutions; developing, implementing, and maintaining District's data and assigned systems; documenting system components and user instructions; serving as a technical advisor and trainer to staff and other district personnel; and evaluating, testing, and recommending new software and technology-related policies and procedures.

This job reports to Assigned Supervisor

Essential Functions

- Analyzes systems needs and requirements for the District and approved end users for the purpose of ensuring the smooth and effective operation of the District.
- Collaborates with a variety of stakeholders for the purpose of information transfer and making recommendations.
- Analyzes a wide variety of information for the purpose of ensuring that the structure, workflow, and content of assigned systems are effectively and efficiently developed.
- Designs test plans and training materials for the purpose of training and supporting users in understanding system work flow and functionality.
- Develops a variety of plans and programs for the purpose of meeting the systems needs of the District and approved users.
- Documents project component activities for the purpose of providing accurate and accessible system history.
- Analyzes and maintains existing systems for the purpose of ensuring accuracy of data and ongoing availability of systems.
- Oversees assigned work activities and projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Performs systems data audits for the purpose of ensuring data accuracy and accountability for efficient systems operations.
- Prepares a variety of information for the purpose of documenting activities, providing written reference, and conveying information.
- Provides technical support for the purpose of maintaining and enhancing existing systems, including web design and development of District communication systems.
- Recommends solutions for the purpose of addressing District processes that can be enhanced through greater use of technology.

- Researches a wide variety of work-related topics for the purpose of providing information, remaining current, and making recommendations.
- Responds to inquiries from a variety of for the purpose of providing technical assistance, advice, and support.
- Serves as a technical resource to department and District staff for the purpose of providing information and advice regarding active or planned projects.
- Tests developed application software for the purpose of ensuring that the delivered product matches defined requirements and expected functionality.
- Trains selected personnel for the purpose of ensuring their ability to use new and existing systems and application software.
- Administers a variety of database systems, manages data integrity and manages the bulk import and export of data for the purpose of maintaining and updating multiple systems and servers.
- Develops data visualizations and reports for the purpose of conveying relevant information to various stakeholders.
- Establishes database rules, import data and take action for the purpose of maintaining the integrity of data in large multi-user database systems.
- Creates and updates data governance plan for the purpose of developing and maintain database fields, descriptors and dictionaries for school and District databases.
- Work with vendors, technical and administrative personnel for the purpose of evaluating, testing and recommending new software and technology-related procedures and policies.

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; teaching technical and non- technical staff; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of electronics; current and legacy operating systems; methods and techniques for troubleshooting systems; and current generation operating systems and network protocols.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating clearly and understandably with diverse groups verbally and in writing; being attentive to detail; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual

opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience:

Three years of software administration, systems operations and database experience in a windows environment. Experience in an educational setting with advanced training in student, HR/Fiscal and/or management information systems software applications is preferred.

Education (Minimum): High school diploma or equivalent. B.S. in data science or related field preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 34

Revised Date