

SYSTEMS ANALYST

Information Technology Department



Purpose:

The Systems Analyst leads projects and performs analysis in order to maximize operational efficiencies, designing new systems and enhancing existing ones in order to optimize digital solutions across the organization.

Reports to: Manager of Application Development

Nature & Scope:

The Systems Analyst performs work of a technical nature under general supervision. The nature of the work requires adherence to standard procedures, as well as policies and regulations. Independent judgment and decision-making is required in matters not having established procedures. As a member of the Information Technology Department, the Systems Analyst engages with highly sensitive information and must maintain absolute integrity of systems and confidentiality of classified data. The Systems Analyst interfaces with managers and users across the organization. While not having direct supervisory responsibilities, the Systems Analyst provides leadership, mentoring, and informal supervision to Programmer Analysts and Systems Support Specialists.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Leads systems analysis and design for assigned projects.
3. Engages with managers and users to understand systems requirements and to design a project plan. Uses techniques such as structured analysis, data modeling, and information engineering to evaluate user requests, estimate cost and timelines, and plan the solution.
4. Translates complex business requirements into extensible, scalable and maintainable applications; uses a system development life cycle to plan, develop and deliver applications. Manages projects and ensures timely and orderly execution of systems projects.
5. Maintains broad understanding of the District's software environment, and provides technical expertise.
6. Codes in a variety of programming languages.
7. Performs research and analysis on systems or third-party applications, including programming; defines and recommends program methodology to be followed.
8. Represents the District and coordinates projects involving other districts, state agencies, and hardware and software vendors. Serves as a member of project teams both internally and externally, including serving on statewide and ESD committees as necessary.
9. Monitors and tunes existing enterprise systems and provides complex issue resolution and user support.

10. Conducts internal training sessions for IT staff on new or enhanced solutions. Trains new staff on an as-needed basis.
11. Designs and codes programs using structured programming techniques.
12. Prepares test data, conducts detailed program tests, and organizes parallel system tests. Manages the testing process and thoroughly tests code for all contingencies outlined in the requirements documentation. Maintains quality control protocols, procedures, and documentation ensuring data security, confidentiality, and integrity.
13. Designs, documents, and maintains Relational Database Management System (RDBMS) architecture for web sites, applications, and data collection.
14. Coordinates development of and implements web site projects.
15. Prepares and maintains program control and runs documentation according to established procedures.
16. Prepares functional requirement documents, database design specifications, and visual prototypes, estimating time and effort to complete each feature.
17. Develops custom reports and graphs to create table-based displays and interactive dashboards using business intelligence data analytic and visualization software and visualization techniques to create, explore and analyze relational databases and datacubes.
18. Handles multiple projects and deadlines simultaneously; provides user-friendly technical support to clients.
19. Participates in technology team integration groups.
20. Provides backup to the *Programmer Analyst* and may be called upon to undertake any of the functions identified in the job description of the *Programmer Analyst*. Provides other cross-team support and backup support as needed.
21. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
22. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's Degree in computer science or related field.
2. Must possess four years' system analysis experience.
3. In lieu of requirements #2, must have four years' combined post graduate education or certification and experience which would provide the desired skills, knowledge, and ability required to perform the job related to system analysis work.
4. Must demonstrate aptitude for computer programming, internal system maintenance, database structures, and structure programming practices and techniques.
5. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
6. Must demonstrate the ability to write clear and concise documentation.

7. Must be able to pass a criminal background check.
8. Must possess an Oregon or Washington Driver's License.

Working Conditions:

The Systems Analyst works primarily within an office building. The work environment is often controlled and quiet. The Systems Analyst must be able to lift and move computer equipment, up to 20 lbs. without assistance, and the role requires regular focus on a computer screen.

The incumbent is required to sit, stand, have finger/hand dexterity for working on computers for extended periods of time. Standing, walking, bending, stooping, and kneeling will be required on occasion. The work environment may include exposure to unpleasant interior temperatures, dirt, wetness, and communicable diseases. Potential exposures include, but are not limited to: blood-borne pathogens; allergens; dirt; odors; dust; cold and hot temperatures; and unpredictable behavior from students.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: February 14, 2019

Date Revised: December 31, 2019

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.