

Systems Analyst
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Human Resources**
Dept: **Finance/Human Resources**

TITLE: **Systems Analyst**

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, Technology or related field or equivalent combination of education and experience.
2. Five years of extensive, broad experience in an office/school system environment with responsibility for a large variety of complex duties including computer programming, data management, data analysis and query reports.
3. Strong excel, programming, computer and communication skills.

REPORTS TO: **Director of Information Systems**

JOB GOAL: Perform specialized technical support and work to assist the Finance and Human Resource Division in the areas of data management, statistical analysis, enterprise resource planning and supplemental systems in accomplishing the goals of the divisions and the district.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Develop, troubleshoot, and provide maintenance of Human Resource and Financial operational software, such as Enterprise Resource Planning, Learning Management, Applicant Tracking Systems, and all local systems to create and maintain employee user-accounts.
3. Design and develop reports utilizing database design techniques, web-based applications and communication methods for enterprise ERP, learning management, applicant management, benefit, NCDPI, and state and federal reporting systems.
4. Serve as a system administrator for enterprise ERP and various additional systems; assign and maintain security and workflow; perform backup/recovery procedures, and resolve questions/problems and assist others with learning how to operate the system.
5. Work with groups of users to define needs, translate user requirements into effective program designs, establish parameters and develop formats for various reports and documents.
6. Works closely with users to identify/recommend/redesign business strategies to enhance computerized application and automated processes.

7. Create interface procedures and automated processes between various database structures.
8. Writes, tests, de-bugs, and maintains Financial and Human Resources computer programs using various programming languages, query methods or standard report writers.
9. Use query and/or business intelligence tools to create ad hoc queries and web reports. Respond to data requests and questions from central office staff, administrators and other school system personnel.
10. Prepare special Financial and Human Resources reports, charts, graphs and other materials; research content items for correctness of presentation and applicability for both local, state and federal use.
11. Provide training for new users and to implement new aspects of software and systems.
12. Work with governmental agencies, including NCDPI and serves as LEA liaison for ERP planning, learning management and applicant tracking systems, and NCDPI systems.
13. Maintain the Human Resources and Financial Division's websites.
14. Act as site Security Officer for NC system (state integrated network).
15. Maintain strict confidentiality for all personnel matters.
16. Perform other duties and responsibilities as requested by the Assistant Superintendent of Human Resources, Chief Financial Officer or Director of Information Systems.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Grade 78

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate considerable knowledge of computers and all aspects of Microsoft Office Professional software, Google Suite, Structure Query Language, Visual Basic, and SQL Server.
- Considerable knowledge of data management, query and computer operating systems.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy; interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.