

**JOB DESCRIPTION**  
**Puyallup School District**  
**Professional Technical - Level 13**

**Application Analyst I**

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**Purpose Statement:**

The Application Analyst I position implements, manages, and maintains applications throughout the district, whether those applications are centered on district operations, student information, classroom-based education, or any other purpose. The Application Analyst I will collaborate with all interested parties, such as technical support, vendors, end-users, teachers, and administrators, to ensure that the applications are functioning in such a way as to promote the district's core mission. They provide a basic level of support with the integration of multiple applications and/or processes.

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**Essential Functions**

- **Collaborates** with district staff and vendors (e.g., identifying needs, documenting processes, analyzing data) for the purpose of implementing and maintaining confidential data, systems and/or programs.
- **Maintains** a variety of records for the purpose of ensuring availability of critical information and services to authorized users.
- **Communicates** with district personnel, including other Technology team members, and external organizations for the purpose of increasing knowledge and sharing information.
- **Maintains** application software and systems (e.g., purge obsolete data, identify, and resolve software defects, design, and implement software enhancements, system testing) for the purpose of ensuring efficient systems operations to best meet end user needs.
- **Manages** information systems support for the purpose of providing accuracy of data entered, ability to access system information and to retrieve information in a usable format.
- **Monitors** internal and external environments for the purpose of identifying alternative tools and procedures.
- **Collaborates** with other teams to identify issue trends.
- **Participates** in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to make decisions and perform functions.
- **Develops and manages** training materials and user documentation in multiple formats (documents, videos, etc.)
- **Researches** solutions for the purpose of analyzing and documenting impacts to district technology infrastructure, costs, and benefits of viable solutions.
- **Responds** to district personnel for the purpose of troubleshooting and problem solving regarding the use of information systems tools.
- **Trains** district end users for the purpose of utilizing information technology tools; and provides basic project management for the team

**Other Functions**

- **Assists** other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific technical skills required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; diagnosing, troubleshooting, and

maintaining software applications; resolving problems requiring analysis using best practices and/or established methods. Other skills required include establishing and maintaining effective working relationships with others, expressing ideas and information clearly and respectfully.

KNOWLEDGE is required to read and analyze technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes business process analysis; relational database management systems; database concepts, structures, and applications; software development life cycle and decision support system.

ABILITY is required to be self-motivated; learn from experience and others; meet deadlines and manage workload; gather, collate, and classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; adapt to changing work priorities; analyze data utilizing defined but different processes; and operate equipment. Ability to communicate and work with diverse individuals and groups; solve limited to moderate problems; analyze issues and create action plans. Able to make timely, well-informed decisions.

### **Responsibilities**

Responsibilities include working independently under the supervision of a team lead to achieve unit objectives, meeting established deadlines, coordinating with others. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. Maintain regular and punctual attendance.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** Bachelor's degree in job related area or equivalent experience.

**Required Testing**  
No pre-employment Proficiency Test is required

**Certificates/Licenses**  
Valid Driver's License and Evidence of Insurability

**Clearances**  
Criminal Justice Fingerprint/Background Clearance