

**JOB DESCRIPTION**  
**Puyallup School District**  
**Professional Technical Level 16**

**Application Analyst II**

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**Purpose Statement:**

The Application Analyst II 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 II 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 an intermediate level of support with the integration of multiple applications and/or processes. They manage small projects involving multiple systems and lasting less than six months. The position helps ensure that the systems meet service level objectives

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**Essential Functions**

- **Collaborates** with district personnel, vendors, and peers for the purpose of implementing and maintaining data, systems and/or programs. Depending on the application, might function as the primary district liaison to vendors.
- **Monitors** systems to ensure performance compared to identified service metrics; as appropriate, collaborates with vendors to improve performance.
- **Develops** and documents data models for the purpose of responding to user and administrative data needs, data relationships, system modifications and customized reporting.
- **Leads** testing efforts to ensure systems operate effectively, and that data is reliable.
- **Leads** effort to implement system upgrades including proper communication to affected parties (i.e., users) and coordination with other technical changes.
- **Participates** in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform essential functions and improve performance, functionality, and user experience.
- **Designs and creates** a wide variety of technical and non-technical materials for the purpose of documenting processes, providing written reference and/or explaining new and existing functionality and flow of information. Ensures these materials are compliant with district, state and federal reporting requirements including but not limited to district policy, state RCW and WAC codes, and Family Educational Rights and Privacy Act (FERPA).
- **Plans, organizes, trains, and educates** district end users for the purpose of learning new database and software applications to ensure compliance with district, state and federal reporting requirements associated with funding, student reporting, staff reporting and the Family Educational Rights and Privacy Act (FERPA).
- **Provides** end user support for the purpose of conducting a wide variety of objectives within a variety of areas of responsibility across the district, including, but not limited to, business office staff, transportation staff, teachers, librarians, office staff, district administrators and building administrators.
- **Researches** solutions for the purpose of providing technical information on compatibility, curriculum enhancement, new technologies, system errors, user problems and cross system communication.
- **Responds** to district personnel for the purpose of troubleshooting and problem-solving regarding data, software, and/or decision support systems, as well as district, state, and federal reporting.
- **Researches, analyzes, and evaluates** potential systems and user needs for the purpose of solving a specific business/educational problem/requirement.
- **Determines and meets** deadlines for the implementation of project timelines.

**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; independently 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 include business process analysis; relational database management systems; database concepts, structures, and applications; software development life cycle and decision support system.

ABILITIES required are 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.

### **Responsibility**

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.

### **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; experience as an Application Analyst I preferred

**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