

**JOB DESCRIPTION**  
**Puyallup School District**  
**Professional Technical Level 18**

**Application Analyst III**

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**Purpose Statement:**

The Application Analyst III 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 work 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 advanced level of support with the integration of multiple applications and/or processes. They manage highly complex projects involving multiple systems, user groups, and lasting several months; and ensure that the systems meet service level objectives. This position requires significant experience with Business PLUS and/or eSchoolPLUS.

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**Essential Functions**

- **Assumes** Lead Analyst roles and Subject-Matter Expert for a mission-critical application (essentially BusinessPLUS or eSchoolPLUS) and communicates effectively with other technical staff and district level end users. Determines and meets deadlines for the implementation of project timelines.
- **Assesses** systems-level processes and leads effort to identify and implement new solutions. Translates ideas into concrete action plans to implement significant change in the district. Ability to “sell” those action plans and lead process improvement through the use of technology.
- **Establishes** performance metrics with key vendors regarding optimal application functionality and support; and monitors systems to ensure performance compared to those service metrics; as appropriate, works with vendors to improve performance.
- **Provides** training staff and end users, in multiple formats to users in virtually all positions of the district.
- Collaborates with district personnel, vendors, and peers for the purpose of implementing and maintaining data, systems and/or programs. Acts as the primary district liaison to vendors.
- **Leads** effort to implement system upgrades, including developing proper test plans, ensuring adequate testing has been performed, maintaining test records, and providing proper communication to affected parties (i.e., users and appropriate district leadership).
- **Identifies** resource requirements to ensure appropriate contingency plans are in place to meet minimum service levels in the event of a disaster/incident.
- **Develops** and documents data models for the purpose of responding to user and administrative data needs, data relationships, system modifications and customized reporting.
- **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 FERPA
- **Provides** end user support for the purpose of carrying out a wide variety of objectives within numerous 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

### **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 in order 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 complex problems that may require developing new approaches or processes; 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. Recognized as a resource to other on the team.

ABILITIES required are to be self-motivated; see a holistic view of situations; improve processes; 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 complex problems; analyze issues and create action plans. Ability to make timely, well-informed decisions.

#### **Responsibilities**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly 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 II preferred.

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