STUDENT INFORMATION DATA AND SYSTEMS ANALYST II

Purpose Statement:
Under minimal direction, the Student Information Data and Systems Analyst II is responsible for providing advanced support, analysis, and application knowledge to school sites and district office personnel; identifying and assessing their student information processing needs by documenting procedures, researching upcoming trends, and implementing new and inventive solutions.

Diversity Statement:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:
This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Distinguishing Characteristics:

Essential Functions:
- Compiles and classifies user functional requirements and related data to identify and inform the decision making process; demonstrates ways in which student information can be shared between modules and third party systems.
- Provides requirements to the technical team and collaborates with IT staff to develop new applications and enhancements for the Student Information Systems (SIS).
- Assists with special projects as directed including working with other teams to facilitate cross training and coverage of all application areas.
- Utilizes technical understanding of SIS to perform the job function and support other teams (e.g. integration, reporting, process scheduling, developing queries, State Reporting, etc.)
- Documents and analyzes business system processes and workflow (focusing on State/Federal Reporting and third party integrations) identifying needed improvements based on industry standards and business needs.
- Plans, researches, and develops curriculum and training materials including the

development of a knowledge center of online training videos.
- Collaborates with clients to ensure that the provided training is satisfactory to supporting use needs.
- Updates and audits system (e.g. system tables, application security, system configuration, etc.) ensuring proper system functionality, accuracy of data.
- Works alongside district system users, implementation specialists, and external contractors to define system requirements, oversee system/module development and implementation, and assess feedback from system users.
- Offers advanced support to end users, ensuring correct system utilization and continuous improvement of existing systems, and is responsible for escalated problem resolution.
- Serves as the liaison between SDCOE, client users, and external agencies to troubleshoot and provide resolutions to issues related to the Student Information System.
- Attends client meetings and submits high level tickets on behalf of management, when directed.
- Uses appropriate software to create custom queries for use in analyzing and/or auditing data extracted from SIS and district partners.

Other Functions:
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:
Knowledge and Abilities
KNOWLEDGE OF:

Legal and administrative student reporting requirements for school districts;

The structure, applications and operations of a Student Information System;

Computer systems and applications;

Principals and practices of student information system functionality, structure, implementation, analysis and design;

Principles and practices, regulations, and reporting requirements of Federal and State Department of Education requirements;

Analyst functions including requirements, Fit/Gap, test methodology and execution, and specification documentation;

Multiple SIS modules to support all job functions;

State and Federal reporting and Synergy add-on modules

Enterprise computer and PC applications;

Work process analysis and techniques;

Database management and analysis systems, concepts, and usage;

Implementation lifecycle skills;

Application configuration and functional specifications

Specific SIS software

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Translate business requirements into functional design;

Gather, collate, and/or classify data and use job related equipment;

Work with data of varied types and/or purposes;

Analyze data utilizing defined but different processes;

Work with detailed information/data;

Apply logical processes and analytic skills;

Operate equipment using a variety of standardized methods;

Problem solve to analyze issues and create action plans;

Work effectively, independently, and as part of a team with minimum supervision;

Communicate with persons of varied technical knowledge and backgrounds;

Communicate effectively orally and in writing;

Adapt to changing priorities;

Draw valid conclusions;

Generate a range of alternative solutions and courses of action;

Set priorities, meeting deadlines, and schedules;

Schedule activities, meetings, and/or events;

Maintain confidentiality;

Facilitate constructive and productive group interaction;

Work with a diversity of individuals an/or groups;

Establish and maintain effective working relationships

Working Environment:
ENVIRONMENT:
Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for   extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: College coursework in computer science, information systems, data management, or related areas.

Experience: Three years of analyst experience in a student information systems application capacity. Experience must include developing Student Information Systems functional specifications, and application configuration for a full development lifecycle of a SIS project implementation. This positions also requires specific experience with the CALPADS reporting system, with at least three years working with District partners on certification of CALPADS and Principal Apportionment reporting.

Equivalency: A combination of education and/or experience equivalent to college level coursework in computer science, information systems, data management, or related areas AND three years of analyst experience in a student information systems application capacity. Experience must include developing Student Information Systems functional specifications, and application configuration for a full development lifecycle of a SIS project implementation. This positions also requires specific experience with the CALPADS reporting system, with at least three years working with District partners on certification of CALPADS and Principal Apportionment reporting.

Required Testing	Certificates, Licenses, Credentials
N/A	Valid California Driver's License

Continuing Educ./Training	Clearances
N/A	Criminal Justice Fingerprint/Background Clearance
	Physical Exam including drug screen
	Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade   Classified Support, Grade 062

Personnel Commission Approved: June 20, 2024

Revised: N/A