

Job Description

Alameda Unified School District

Systems Analyst

Purpose Statement

The job of Systems Analyst is done for the purpose/s of providing analysis of current and proposed administrative and instructional computer systems; providing information, direction and/or recommendations regarding applications; resolving operational issues; and providing technical support to district and site staff.

This job reports to Assigned Administrator

Essential Functions

- Collaborates with a variety of internal and external parties (e.g. district personnel, vendors, students, site personnel, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Develops a wide variety of complex materials (e.g. instructions, notices, reminders; security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Oversees assigned work activities and/or projects (e.g. implementation of new systems, student system, cloud base systems, google education, etc.) for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings, workshops and/or training for the purpose of conveying and/or gathering information required to perform job functions.
- Performs data translation/manipulation for the purpose of merging data from disparate databases upon request.
- Prepares a variety of materials (e.g. procedures, system level documentation, reports, queries, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a variety of topics for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a trainer and technical resource to district and site staff for the purpose of providing information and/or advice regarding active or planned projects.
- Troubleshoots malfunctions of integrated systems software applications within the District's local and wide area networks for the purpose of resolving operational issues and/or referring to the appropriate staff member.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: Job related experience within a specialized field with increasing levels of responsibility may be substituted for a Bachelors Degree in job related area.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Salary Grade

46

Revised Date