

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ANALYST/PROJECT LEADER (Range 49)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide project leadership to major networking/programming projects; assign projects to staff; provide overall analysis for various applications; develop, maintain and install programs.

REPRESENTATIVE DUTIES:

Provide overall analysis for various applications. **E**

Assign programming projects to Programmer Analysts; coordinate priorities with users; assure overall configuration accommodates design requirements for each mainframe application. **E**

Assist in overall data processing planning, priority setting and development and maintenance of project schedules. **E**

Design and program software applications; work directly with users to create new applications and enhance existing systems using various software tools; develop program specifications and assure responsiveness of automated systems to the needs of users. **E**

Install, test and evaluate third-party software; diagnose problems and provide for updates; serve as District resource for training and evaluating software; represent the District to software vendors. **E**

Install and maintain networks and hardware/software communication lines; diagnose communication problems, test software and troubleshoot problems. **E**

Provide hardware and software resource management including file structure, database maintenance and telecommunications management; configure and monitor networks. **E**

Assist users with a variety of questions regarding use of mainframe and personal computer issues participating in the help desk functions as assigned. **E**

Provide for system security; create and maintain user accounts providing access to specified databases. **E**

Provide technical expertise on various matters regarding computer hardware and software; keep abreast of emerging technology. **E**

Provide proper documentation for assigned projects; maintain operational documentation; assure compliance to standards. **E**

Provide training to users as necessary in new or revised program applications and on-going orientation to existing District software. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Client/Server computing environment.

Overall analysis techniques and system configuration design methods.

Principles and techniques of systems and procedures analysis, design and documentation.

Principles and techniques of structured programming.

Techniques of testing and debugging computer programs.

Operation, capabilities and limitation of computer equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Providing work direction and guidance to others.

ABILITY TO:

Demonstrate proficiency using standardized programming languages, including VISUAL BASIC.

Analyze user needs and develop effective systems and programs.

Design, code, compile and implement structured computer programs.

Test, debug and document programs.

Set priorities and issue assignments to programming personnel.

Provide work direction and guidance to technical programming personnel.

Train others on new programs.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Prepare clear, complete and concise reports and records.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years college-level course work in computer science and four years relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Seeing to perform activities.

Hearing and speaking to exchange information.

Lifting to move computer equipment.

Dexterity of hands and fingers to operate a computer keyboard.