

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

OFFICE OF TECHNOLOGY  
1924 Systems Analyst

Page 1 of 5

**JOB TITLE:** Systems Analyst

**SUPERVISES:** N/A

**REPORTS TO:** Director of Business Applications or Designee

### **Nature and Scope of Job:**

Responsible for providing technical assistance and support related to computer systems, hardware, or software. Will use computers and related systems to design new IT solutions, modify, enhance or adapt existing systems and integrate new features or improvements, all with the aim of improving efficiency and productivity.

### **Responsibilities:**

The Systems Analyst shall:

1. Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
2. Respond to queries either in person or over the phone.
3. Issue technical bulletins to inform users of system changes.
4. Analyze existing systems and business models.
5. Undertake product development.
6. Provide Enterprise application training and assistance as required.
7. Liaise extensively with internal staff and external vendors.
8. Assist the Director of Business Applications with Special Edition Projects.
9. Map and document interfaces between legacy and new systems.
10. Identify options for potential solutions and assessing them for both technical and business suitability.
11. Create, supervise and document testing schedules for complete system migrations and updates.
12. Assist / oversee implementation of a new systems including data migration.
13. Support users on change control and system updates.
14. Keep up to date with technical and industry developments.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### OFFICE OF TECHNOLOGY Systems Analyst

Page 2 of 5

16. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

#### **Qualifications:**

#### **Minimum requirements:**

The Systems Analyst shall:

1. Hold a bachelor's degree and two (2) years of relevant experience.
2. Working knowledge of following SQL, Oracle, Java, or web-based technologies
3. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. Bilingual is plus.
4. Good interpersonal and client-handling skills, with the ability to manage expectations and explain technical detail.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have a strong analytical ability.
7. Understand software development lifecycle
8. Presentation skills
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:34A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
14. Must be willing to work beyond standard work hours when deemed necessary.
15. Must be able to take leadership responsibilities when needed.

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

## OFFICE OF TECHNOLOGY Systems Analyst

Page 3 of 5

### Employment Terms:

The Systems Analyst shall be employed under the following terms:

- Work year of twelve months.
- Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
- Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### Verification of Competency:

- District application and resume.
- Required documentation outlined in the qualifications above.
- A minimum of three letters of reference from former employers, teachers, or other professional sources.
- Employment interview.

### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### OFFICE OF TECHNOLOGY Systems Analyst

Page 4 of 5

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Be required to stand; walk; use hands to manipulate fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.
4. Have specific vision abilities required by this job include color vision, close, vision, depth perception and ability to adjust focus.
5. Be able to lift and/or move (to various locations) up to ten (10) pounds, frequently lift and/or move up to thirty-five (35) pounds and occasionally lift and/or move up to 70 pounds. This would include computers and/or peripherals, ladders (6' — 12'), spools of cable, and equipment cabinets, to the third floor via stairs in any particular building.
6. Speak and hear.
7. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
8. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
9. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### OFFICE OF TECHNOLOGY Systems Analyst

Page 5 of 5

#### Evaluation:

The Director of Business Applications or designee shall evaluate the Systems Analyst in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Approved



Date

10/29/19