



Job Description

Marin County Office of Education

Senior Systems/Program Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Systems/Program Analyst is done for the purpose/s of developing, managing, overseeing, implementing, and optimizing the technology infrastructure and data processing system applications; managing, updating, implementing, integrating, and maintaining data software and extracts; analyzing applications, systems, and user requirements; and, providing technical information and/or direction as needed.

This Job reports to Assigned Supervisor

Essential Functions

- Analyzes applications, systems, and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. county personnel, programmers/analysts, database administrators, etc.) for the purpose of providing and/or receiving information, communicating system changes, and ensuring project effectiveness.
- Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-county staff for the purpose of documenting/interpreting user requests, identifying data sources, and creating working plans.
- Develops new applications, systems, and system components (e.g. developing program code and user interfaces, documenting applications, etc.) for the purpose of enhancing existing systems and/or providing solutions to current processing issues.
- Implements and integrates new software and system applications (e.g. monitoring/evaluating progress, testing, etc.) for the purpose of addressing organizational needs, providing operational capabilities to users, and ensuring a reliable end product.
- Maintains existing technology systems (e.g. add/update requested changes and enhancements, adding additional functionality, etc.) for the purpose of providing production support, ensuring the on-going availability of information, and meeting mandated requirements.
- Manages and analyzes a variety of data (e.g. feasibility studies, cost/benefit analyses, user procedures, etc.) for the purpose of identifying data and information to provide appropriate services.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and ensuring completion of projects within established guidelines.
- Participates in meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Researches computer hardware and software applications, programming languages, and current technology for the purpose of maintaining current knowledge on trends and recommending acquisitions.

- Responds to inquiries from a variety of sources (e.g. county staff, school site personnel, outside vendors/service providers, etc.) for the purpose of resolving difficult and complex technical issues, and providing technical assistance, advice, and support.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring product matches defined requirements and expected functionality.
- Troubleshoots application software and program deficiencies (e.g. identifying errors, testing corrections, incorporating modifications, etc.) for the purpose of isolating and resolving issues, providing user training, and updating programs.

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 and interpreting entity-relationship diagrams; supervising staff and project groups; using pertinent software applications; analyzing data; conducting meetings; diagnosing equipment malfunctions; and estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; 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; database 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, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide 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 significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. 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; working with frequent interruptions; adapting to changing work priorities; displaying mechanical aptitude; working as part of a team; and establishing and maintaining effective working relationships.

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, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

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| Experience: | Job related experience within a specialized field with increasing levels of responsibility is required in a specialized field for at least 3 years. |
| Education: | Community college and/or vocational school degree with study in job-related area. |
| Equivalency: | Appropriate and functionally related experience may be substituted for the educational requirement on a year for year basis. |

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade