Adams12 Five Star Schools

Job Description
Prepared/Revised: **March 2026**

Job Title:	**Technical Business Analyst III**	Job Code:	**090615**
Job Family:	**Non-Certified**	FLSA Status:	**Non-Exempt**
Pay Program:	**Administrative**	Pay Range:	**L09**
Work Year:	**12 months**		

SUMMARY: Analyzes business needs, translates them into technical requirements, and helps implement solutions, bridging the gap between business goals and technical capabilities. Utilizes data to identify problems and proposes improvements, involving technical specifications and implementation strategies. Document solutions. Provides technical assistance. Understands and manages annual processes including software upgrades, state reporting and technical maintenance of systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Business Processes: Documents and evaluates complex business systems, processes and workflows using various tools and strategies to proactively identify problems. Perform gap analysis to identify discrepancies between current and desired states.	D	15%
2. Solutions: Demonstrates hands-on expertise in configuring, maintaining, and troubleshooting IT systems, software, and hardware. Recommend software, systems, and processes to improve business needs. Collaborates with IT Staff and stakeholders to bridge gaps of understanding on both sides.	D	10%
3. Implement Solutions: Oversees the implementation of technical work requests, various internal projects, and solutions. Ensures that solutions are aligned with business goals and technical constraints. Understands various software development methodologies and can perform various roles to assist the development team.	D	10%
4. Requirements: Gathers requirements, acceptance criteria and technical specifications for new work requests and/or projects. Builds clear and concise acceptance criteria around each requirement. Maps business requirements to technical specifications and understands constraints and limitations on both sides.	D	15%
5. Data Analysis: Gathers and analyzes data to identify patterns, trends, and insights. Is adept at interpreting complex data sets to provide actionable insights. Basic understanding of SQL, able to read and write SQL queries.	D	15%
6. Testing: Conducts basic and integration testing to ensure systems meet expectations. Writes test cases that align with business requirements and technical specifications. Facilitates and coordinates other staff members to assist with testing.	D	10%
7. Technical Assistance: Helps set up new systems and provide technical support. Proactively creates and maintains technical documentation and ensures that documentation in the form of knowledge base articles exist to allow users to self-service help and technical support. Trains and provides awareness to service desk and other impacted departments around software solutions. Works with the vendor to provide 3rd party support to customers.	D	10%
8. Communication: Facilitates communication between stakeholders, project management, and technical teams. Conveys technical information to both technical and non-technical audiences. Communicates risks and status effectively.	D	10%
9. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in information technology or related field. Combination of education and additional years of relevant K-12 or IT experience may be substituted for this requirement.
- Six (6) years of IT experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Analytical and problem-solving skill, including data analysis, program design, testing, and detailed database concepts and operating systems.
- Strong working knowledge of current computer software applications and student information systems.
- Ability and willingness to learn new systems and technologies quickly.
- Effective communication and interpersonal skills.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building, and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- PC and related software applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Enterprise Systems & Data Services	090529

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	