



JOB DESCRIPTION

JOB TITLE: **Software Systems Analyst IV**

Position Type: Exempt	Department: Finance
Salary Schedule: Exempt	Reports to: Director of Finance
Salary Range: 6	Location: Administrative Center
Term of Employment: 12 months	Date: September 24, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Conducts business and systems analyses, be an expert in specific software, provides training and support to users, manages/configures feature scopes, involved in software and process design/changes, and generates application/user documentation.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Participates in hiring process for software support related positions.
- Is a resource for department supervisors providing input in employee evaluations.
- Provides software expertise, training, and support to team members and users.
- Leads in implementation or modifications of business rules and procedures related to computer assisted data entry systems.
- Is lead person for all data and application software pertaining to major District divisions (student information, financial information, employee information).
- Provides expertise on the software systems capabilities/limitations as it relates to business goals.
- Prepares impact and opportunity assessments regarding the cost/benefit of proposed projects or software purchases.
- Evaluates changes requested to existing programs and systems.
- Designs and writes reports in District adopted reporting platforms.
- Monitors and supervises organization of reports for end users.

- Is involved with team members in gathering program and report specifications from departments supported.
- Solve information problems and requirements by analyzing requirements and recommending system controls and protocols.
- Oversees documentation and the tracking of software configuration changes to existing systems.
- Attends and participates in meetings with other District departments personnel to determine the needs and format of reports.
- Examines data systems in operation, makes analyses, and determines improvements.
- Analyze, tests and documents special software required by a data system installation.
- Confers with data systems users (representatives of user agencies or work units) and gathers background information in order to define the problems, conceive of a system that resolves the problem and estimate the costs of establishment, operation, and maintenance of such system.
- Writes data system project cost estimate, based on design of the system.
- Finds and corrects errors in data systems by examining program elements in sequence and reviewing all documentation.
- Tests programs in computer, by running real data.
- Maintains liaisons with operations, data control, data conversion and users on media and control requirements.
- Tests new or modified data systems software, using sample set and analyzes the results.
- Devises, or participates in the design of, and implementation schedule for, establishment of data system or program.
- Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken and making decisions.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the department.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates skill in operation of data systems software.
- Demonstrates skill in familiarity of District business rules and department functionalities.
- Demonstrates skill in system design and analysis.
- Demonstrates skill in system cost estimation.
- Demonstrates skill in written and oral communication.
- Demonstrates skill in interpersonal relations.
- Has knowledge of basic computer theory.
- Has knowledge of methods and techniques of computer programming.

- Having knowledge of specific policies and regulations established in the District is desirable.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Adheres to the District/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of District/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with District and State policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in District Professional Development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to District Policies and Administrative Procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Work experience as a data systems programmer/analyst, preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee is occasionally exposed to risk of electrical shock.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.