



SYSTEMS ANALYST

GENERAL RESPONSIBILITIES

Under the leadership of a Team Leader, the position is responsible for the analysis, design, development, testing, implementation, maintenance, support of, and training for the school division’s business information systems.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, design, configure, test, deploy and assist in the development of new applications, reports, and processes, as well as implement upgrades and enhancements to existing solutions.
- Meet and collaborate with decision makers, systems owners, and end users, to define and record business requirements and systems goals, and identify and resolve business systems issues.
- Develop system and process documentation.
- Ensure compatibility and interoperability of in-house computing systems.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- Conduct research on hardware and software products to justify recommendations and to support purchasing efforts.
- Create system models, specifications, diagrams, and charts to provide direction to system developers.
- Create test plans and coordinate and perform in-depth tests, including end-user reviews, for modified and new systems.
- Provide orientation and training to end users for modified and or new systems.
- Perform related tasks as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Must have proven experience in the design, development, support, and implementation of software and hardware solutions, systems, or products. Prior experience with systems such as K-12 human resources and payroll, and/or public sector financials, accounting, and procurement systems is preferred. Comprehensive knowledge of systems design and development process, including requirements analysis, software design, programming, pilot testing, installation, evaluation, and operation management.

EDUCATION AND EXPERIENCE

Required:

Bachelor’s or master’s degree in the field of computer science, information science, management information systems, or business administration.

Preferred:

Minimum of seven (7) years related work experience.

A comparable amount of training and experience may be substituted for the minimum qualifications

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Work involves moderate exposure to loud noises. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 5/17, 7/20, 1/22
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