

	BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department		CLASSIFICATION AND POSITION DESCRIPTION
TITLE:	Business Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 74

BASIC FUNCTION:

Administer the applications of the complex district systems software programs, including full read and write database access; install version updates; write SQL (structured query language) queries, resolve program or process issues as needed; communicate with various District departments and schools regarding system operations and processes; assure integrity of data; generate a variety of records and reports related to assigned areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer the applications of complex business systems software programs, including full read and write database access; install version updates
- Maintain databases that include all types of sensitive personnel information, including SSNs and direct deposit information
- Maintain and assure overall accuracy and reliability of data in district data systems software; maintain data related to human resources, payroll, finance, benefits, purchasing, students, and other data as assigned
- Write SQL commands to maintain or update district databases as needed
- Write SQL queries and prepare reports using the resultant data, including charts and graphs from those queries utilizing business software or other data visualization products like spreadsheets or Jaspersoft
- Develop processes and procedures, including automated workflows, to adapt business systems to support workflow and data requirements for the district
- Communicate with various District departments and schools regarding system operations and processes; communicate with various departments and outside organization to coordinate activities and resolve issues or concerns
- Communicate with District departments about improvements in district systems that provide improved functionality
- Install application on customer computers; set up new and change existing customer capabilities
- Comply with all state and federal government reporting requirements
- Manage reporting processes for W-2 creation/Social Security transmittal, 1099 creation/IRS transmittal, direct deposit transmittal and year-end processes
- Maintain automated and manual files as well as develop bargaining unit employment letters
- Maintain data synchronization between district systems, including online systems
- Prepare, maintain, generate and manage data for a variety of records and reports related to assigned areas as well as request and upload data as needed for reports
- Provide ad hoc reporting for internal and external customers; assure data is transmitted in an accurate and timely manner
- Provide training and user support to customers utilizing the business system and related products; assist users with options for using the system data

ESSENTIAL DUTIES (continued)

- Resolve program or process issues as needed; monitor applications for integrity and improvement; monitor applications for corrective needs; make recommendations and develop solutions as appropriate
- Use Monarch or similar report writing software to convert data reports to spreadsheet-friendly formats if no other method is available
- Work with Technology Department staff to ensure that effective data recovery systems are in place and tested for any data systems hosted by the district
- Attend a variety of meetings and training sessions as assigned
- Operate a motor vehicle in the performance of these duties
- Operate standard office equipment
- Perform related duties as assigned