

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 10038

SENIOR SYSTEMS AND APPLICATIONS ANALYST

OVERALL RESPONSIBILITY

Under general direction, provide technical support that includes analysis, design, development, configuration, testing, implementation, integration, operation and management of systems and applications that support the district's enterprise-wide technology infrastructure.

SPECIFIC RESPONSIBILITIES

1. Administer, design, implement, and evaluate the applications and systems used to perform mass operating system deployments, application packaging, endpoint protection, and collection management. *E*
2. Lead design, implementation, and evaluation of the applications and systems used to manage incidents and problems in support of the district Help Desk and other support departments. *E*
3. Administer, design, implement and evaluate mobile device management systems and applications. *E*
4. Support one or more moderate to highly complex or critical processes/systems and facilitate design or integration of technical solutions that cross multiple functions, as needed. *E*
5. Serve as project team leader for projects large in scope and high complexity which may be enterprise wide. *E*
6. Independently develop statement of systems, scope and objectives based on functional requirements; utilize editors, form design tools and database query languages to solve users' needs; prioritize workload with current requests, problems and department needs. *E*
7. Develop and manage SQL queries and perform data exports to support district systems and applications. *E*
8. Perform complex technical, analytical and professional services to support District systems and applications. *E*
9. Monitor the district's applications and systems for data integrity and proper operations and provide professional confidentiality of all information and data. *E*
10. Oversee cross-application issues related to applications and systems support. *E*
11. Collaborate with and provide leadership to technology department staff in the development of test plans and end-user documentation. *E*
12. Conduct feasibility studies, system analysis and the evaluation and testing of new technology solutions that result in the continuous improvement of operations, systems and services. *E*
13. Develop best practices and design methods to ensure the success of projects. *E*
14. Generate and keep up-to-date documentation for district systems and applications. *E*
15. Monitor and prioritize improvements for district systems and applications. *E*
16. Develop logical data models using entity relationships and data flow diagrams; identify new data elements needed within the systems data dictionary and their relationship to existing data structures. *E*

SENIOR SYSTEMS AND APPLICATIONS ANALYST (continued)

17. Maintain professional and technical knowledge and provide leadership to subordinate staff by attending education workshops and reviewing professional publications. *E*
18. Serve as project manager, leading other developers/analysts on a regular or project development basis; divide and prioritize large studies and assign various segments to others; review reports of project segments and recommendations. *E*
19. Communicate with district users and technical services staff to ensure information needs are being met; serve as a resource person to the district with users and vendors; answer questions and deal with complex data issues and system design; establish relationships to ensure information is accessible; coordinate flow of information. *E*
20. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
21. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of Windows server operating systems and networking.
- Knowledge of and the ability to apply problem solving processes and techniques.
- Knowledge of best practices around information security and access protocols.
- Knowledge of the principles and methods of programming and software development.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to read, interpret and apply knowledge gained from complex technical publications, manuals, and other documentation.
- Ability to analyze complex administrative and data systems, identify problems and develop logical conclusions and effective solutions.
- Ability to establish and maintain effective working relationships with end-users and information technology staff.
- Ability to manage document procedures and lead training for staff and users on implementation and operation requirements of the system.
- Ability to communicate effectively to both technical and non-technical users.
- Ability to be flexible, adaptable and learn quickly in various technical and creative environments.
- Ability to prioritize and complete tasks to deliver effective technology solutions within required time frames.
- Ability to conduct project management processes and oversee project management planning.
- Ability to apply programming principles, basic logic and software development techniques and procedures.

SENIOR SYSTEMS AND APPLICATIONS ANALYST (continued)

QUALIFICATIONS (continued)

Experience

Minimum Requirements:

- Two (2) years of experience in enterprise networking environments, computer systems and operations, computer programming and application analysis.
- Experience with Windows, PowerShell scripting and network environments.
- Experience with web page development.
- Web-related programming experience with one or more of the following technologies: ASP.NET, ASP, JSP, Java Servlets, VBScript, XML, XHTML, CSS, CHTML, XSL.
- Database and query experience including any of the following: SQL Server, Oracle, Access.
- Experience in the development of on demand and automated end-user data reporting.
- Competency in the use of Microsoft Outlook, Word, Excel, Access and Office 365.

Desirable Qualifications:

- Four (4) years of increasing responsibility in successful enterprise network or computer systems.

Education/Credential

Minimum Requirements:

- High school diploma or General Education Development (GED) certificate or California High School Proficiency Examination (CHSPE) certificate.

Desirable Qualification:

- Bachelor's degree in one or more of the following areas: Computer Science, Information Technology, Business Administration or related field.

License

- Valid California Driver's License

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, type, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.

REPORTS TO:

Systems and Applications Manager or designee

Cabinet Approved: 2/11/20

Board Approved: