

## 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: