

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 10040

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. Assist with 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 may require design or integration of technical solutions that cross multiple functions. *E*
5. Serves as project team member for projects large in scope, high complexity and may be enterprise wide. *E*
6. Working independently and with little direction, 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 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. Assist with cross-application issues related to applications and systems support. *E*
11. Collaborate with technology department staff in the development of test plans and end-user documentation. *E*
12. Participate in 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. Utilize 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. Analyze and suggest 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*

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17. Maintain professional and technical knowledge by attending education workshops and reviewing professional publications. *E*
18. Effectively communicate and maintain cooperative relationships with those contacted during work.
19. 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 clearly document procedures and provide 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 apply project management processes and perform project management planning.
- Ability to apply programming principles, basic logic and software development techniques and procedures.

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.

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QUALIFICATIONS (continued)

Experience (continued)

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.

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: