

CLASSIFICATION TITLE: Information Systems Analyst

Salary Range: 33

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision of the Director of Information Technology, maintain, operate and support a variety of the financial, student information and document management information systems; assist in the management and operation of server and mini mainframe data processing equipment; maintain and use software provided by third party vendors.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Director of Information Technology

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Computer Operations:

Assist in the maintenance, operation and monitoring of the data processing computer and peripheral equipment including printing, scanning and data communication equipment; initiate and complete scheduled production jobs; deliver training to support users; install and test software releases and documentation; monitor and maintain custom software; verify the accuracy of data processing operations; maintain established data and security procedures; provide data reports to end users and data downloads for multiple assessment and third party software companies; provide technical help to staff on a variety of special projects as directed; serve as a resource on system use for SCSOS and District personnel; coordinate with, and provide data to, a variety of agencies and vendors with confidentiality and discretion.

Customer Service:

Determine requirement for service by effectively communicating with staff; conduct one-on-one or small group computer training for staff members; provide support and training to outside school districts or other agencies as needed; maintain accurate time log for billing; attend and participate in staff meetings and in-service activities; attend workshops, conferences, and classes to increase professional knowledge; stay abreast of new technologies and software.

Other:

Attend user group meetings and trainings; perform other job related duties and responsibilities as required;

MINIMUM QUALIFICATIONS:

Education:

Requires two years of college level course work, plus four years of experience with general computer operations, including relational databases; experience may be substituted for higher education.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license in order to drive from site to site.

Training and Experience:

Two years experience in data processing systems; experience with financial software for computers and networks; experience in presenting one-on-one and group training sessions.

Knowledge of:

The set up and administration of multi-user systems and data processing operations, services and terminology; utilization and purposes of management information systems; practices used in staff training; well-developed data entry and keyboarding skills; word processing, data base and spreadsheet programs; general clerical record keeping skills and solid communication skills to interact with users and peers.

Ability to:

Understand and carry out written and oral instructions; perform routine and repetitive tasks on a continuous basis and prioritize work assignments; explain and interpret the functions and capabilities of a computer to individuals not directly engaged in electronic data processing activities; operate computer equipment including mainframe and peripheral computer equipment generally associated with data processing operations; identify errors and make appropriate corrections and perform minor maintenance on the equipment; use word processing, database and spreadsheet programs efficiently; maintain computer security; establish and maintain cooperative working relationships with customers and peers.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.