

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Information Systems Analyst

DEFINITION

Under general direction acts as a lead to develop, design, document, maintain, evaluate, support and provide problem resolution for computer systems applications; performs a variety of technical and analytical services for Business, Finance, Payroll and Personnel departments; analyzes, evaluates and trains users on mainframe computer system; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, may lead, train, and provide assistance to other staff.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position)

Information Systems Management

Develops and produces physical design of databases based upon logical data models by employing program and business requirements and analysis; works closely with system users to ensure information system strategies are aligned with Business, Finance, Payroll, and Personnel needs; researches and develops database administration; coordinates and aligns information systems with user objectives; develops and reviews standards and procedures regarding Business, Finance, Payroll, and Personnel systems; troubleshoots and resolves issues with software functionality; performs technical adjustments and installs technical updates to system; maintains, analyzes, evaluates and updates database integrity and security settings; maintains detailed accounting of users and security access to system software; audits, modifies, and amends data in systems; monitors and reports on system usage.

Training and Technical Assistance

Provides technical direction to users; formulates, assists and supports users with application training and technical support; sets up and maintains users on mainframe computer system including creating and maintaining software functions for users; creates, assembles, and distributes procedure/training manuals and materials to users; sets up processes and procedures, and assists users in implementing new system modules and updating existing modules; reviews, evaluates and implements recommendations for improved methods or procedures; plans and implements departmental processes and projects.

Office Operations/Data Reporting

Monitors and reports to management any deviation from procedures or policy; oversees and manages multiple concurrent projects; supports internal operations, budget management, and project planning; supports existing products and services by acting as an agent for problem and operational issue resolution; establishes and maintains a variety of file systems; reviews user requests and requirements; organizes and analyzes material for efficient reporting and retrieval; assists users to retrieve data from system; develops procedures, forms, and other organizational tools to implement and manage office automation used in the department; plans and prepares correspondence related to the position.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to possession of a bachelor's degree that demonstrates the ability to perform the duties and responsibilities as described. A typical qualifying background would include experience in school district and/or county office Business, Finance, Payroll and Personnel information

systems; experience using various computer operating systems, software, hardware and networks.

Knowledge of:

Utilization and purposes of management information systems; personal computer hardware and standard software applications; basic principles of computer system analysis; principles of organization; advanced knowledge of School District/County Office of Education business applications, and office procedures and practices.

Skill and Ability to:

Communicate effectively in both oral and written forms; explain technical concepts in non-technical terms; research and resolve inquiries; demonstrate initiative and work independently with a minimum of supervision; work under time constraints to meet deadlines; set priorities, and make decisions on a variety of complex matters; organize, schedule, and coordinate a variety of activities and projects; establish and maintain cooperative working relationships with those contacted during the course of work; research and evaluate computer applications and information systems software; learn new software and hardware packages and adapt to changes in technology; retrieve data to prepare documents, and produce a variety of reports from the database.

Other Characteristics

Possession of a valid California driver's license, and willingness to travel using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 3/13/07

Revisions approved by Personnel Commission 9/9/03

Adopted by Personnel Commission 12/10/97