

# Sacramento County Office of Education Job Description

## 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 Quintessential School Systems (QSS) information systems applications; performs a variety of technical and analytical services for Business, Finance, Payroll and Personnel departments in districts and county office; analyzes, evaluates and trains users on server; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

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

### **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)

#### **QSS / 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 in districts and county office 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; tests, troubleshoots and resolves issues with QSS 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 and consultation to users; formulates, assists and supports users with QSS application training and technical support; sets up and maintains users on server including creating and maintaining software functions for users; creates, assembles, and distributes procedure/training manuals and materials to users; conducts in-service training sessions; sets up processes and procedures, and assists users in implementing new system modules and updating existing modules; reviews, evaluates, provides recommendations and implements changes 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, audits and analyzes data for efficient reporting and retrieval; assists users to retrieve data from system; oversees multiple concurrent projects; develops procedures, forms, and other organizational tools to implement and manage efficient workflow 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, with coursework in accounting, computer science, management information systems or related field. A typical qualifying background would include progressively responsible experience in school district and/or county office Business, Finance, Payroll and Personnel information systems; experience using various operating systems, accounting software, QSS information systems, hardware and networks.

**Knowledge of:**

Utilization and purposes of management information systems, database structure and data verification methods; principles and operation of networks, operating systems, standard software applications, hardware and related peripheral equipment; basic principles of system analysis; principles of organization and project management; 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 to individuals and groups; 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 information systems software applications; learn and adapt to changes in technology; retrieve data to prepare documents, and produce a variety of reports from databases.

**Other Characteristics**

Possession of a valid California driver's license, and willingness to travel on work assignments.

Revisions approved by Personnel Commission 12/15/16  
Revisions approved by Personnel Commission 8/13/13  
Revisions approved by Personnel Commission 3/9/10  
Revisions approved by Personnel Commission 3/13/07  
Revisions approved by Personnel Commission 9/9/03  
Adopted by Personnel Commission 12/10/97