

JOB DESCRIPTION



Position Title: Systems Analyst

Department: Technology Services

Employment Category: Exempt

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: Yes (60%)

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX10

Position Summary: The Systems Analyst is responsible for formulating and defining system scope and objectives to solve the most complex problems using ERP information systems and applications. Preparing and implementing detailed specifications for programming of new processes, reports, and modifications in support of student learning and student success.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:
Develops and modifies information systems based on institutional and user needs through research and fact-finding; interviews users to identify data extraction and manipulation needs; responds to user requests for assistance regarding system navigation and system/network problems; analyzes module interdependencies for ease of reporting and troubleshooting problems between modules

Develops technical specifications in accordance with quality standards, functional specifications and best practices in order to program new procedures, modify existing procedures or processes, and to build complex reports based on end-user needs; written attends specification meetings with project team to determine scope and limitations of projects; prepares detailed specifications from which programs will be written

Creates complex logical structures from detailed specifications; solves complex problems considering computer equipment capacity and limitations, operating time and the form of desired results; analyzes and revises system logic difficulties; documents system changes and maintains existing program, user and system documentation

Develops data model describing data elements and utilization methods to enable end-user to understand how to access data; determines and enters changes to data dictionary descriptions including type, structure and intended use of data within system; ensures data resources are protected against unauthorized access; advise end users regarding system security; assists users in maintaining and utilizing computer system; performs system administration tasks in support of third party applications

Maintains technology expertise, keeping current with evolving systems analysis, programming and database technology

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's Degree with in computer Science, management information systems or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years' in systems analysis or similar technology environment

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of Ellucian Banner Admin Pages or ability to apply prior knowledge to system

Knowledge of Microsoft Office suite

Knowledge of database structures including those of Microsoft SQL Server and Oracle databases

Knowledge of SQL, SQR, and COBOL

Knowledge of industry programming best practices including but not limited to structured and object based programming with inline documentation

Knowledge of logical design and requirements definition for complex software development

Knowledge of computer operating systems with basic understanding of networks

Knowledge of relevant current technology affecting assigned work

Knowledge of functions and capabilities of database systems

Knowledge of computer project management techniques and methods

Knowledge of basic system administration practices and techniques

Skill communicating technical information to non-technical audiences both verbally and in writing

Skill using programming, job control and data definition languages specific to assigned area

Skill understanding complex database concepts

Skill in project management, time management, and initiation and execution of tasks

Skill in presenting ideas and concepts orally and in writing

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate control. Remote work eligible with onsite required a minimum of two days per week. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

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Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports To: Chief Information Officer

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.