SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: APPLICATIONS SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Supervisor – Applications Support, provide technological guidance, advice, and feasibility of IT projects and risk analysis; provide for project management and implementation of new systems and enhancements; coordinate with District personnel to develop, implement, maintain, enhance and ev

Perform system administration duties such as additions or deletions of user IDs, changes to passwords, and developing and maintaining appropriate levels of system access; establish system configuration and parameters for new and existing applications.

Oversee and participate in the development of ad hoc customized reports through the use of end user reporting tools, spreadsheets and/or word processors.

Participate and deliver presentations at conferences; participate in user groups; participate in professional development seminars/workshops; participate on internal and external work teams to identify necessary changes to business procedures and practices resulting from anticipated or completed programming changes.

Prepare drafts of revised procedures, user documentation, guides and knowledge bases, and train internal and external staff in their use.

Advise on the feasibility and potential impact to operating procedures of alternative design approaches to meet service request changes.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Systems analysis, design and documentation techniques used in software development life cycle methodologies.
Operation of servers, personal computers, common peripherals and other computer hardware used in business applications.
Data modeling techniques.
Information and data gathering and presentation techniques.
Information system terminology, concepts, functions, policies and procedures.
Training and documentation methodologies.
Proper use and operation of designated peripheral equipment, programs and applications.
Troubleshooting techniques.
School business practices and Standardized Account Code Structure.
Basic theory, methods and practices of financial and statistical record-keeping.
Proper English usage, vocabulary and punctuation.
Student information and assessment systems.
Methods of designing, maintaining, updating and using databases associated with the type of system assigned.

ABILITY TO:
Assure user needs are met in a timely and satisfactory manner.
Communicate effectively in both oral and written form.
Prepare plans and materials for training.