

**SCHOOL DISTRICT OF ESCAMBIA COUNTY
JOB DESCRIPTION**

ANALYST – SYSTEMS

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Accounting, Accounting Information systems or Systems Science or equivalent experience.
- (2) Minimum of one (1) year successful experience as a Systems Analyst or two (2) years experience as a Programmer – Analyst in a medium to large data processing complex.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Through knowledge of operating systems, data communications software, database management systems, local area network operating systems and COBOL and BASIC programming languages. Ability to interpret and analyze end-user needs in a logical sequence. Extensive knowledge of district procedures, policies and data requirements. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing. Ability to function successfully for long periods of time under stressful conditions.

REPORTS TO:

Coordinator - Management Information Systems

To provide for the informational needs of the district by performing advanced analytical detail work in conception, design and preparation of complex computer systems.

SUPERVISES:

Programmer Analysts I
Programmers I and II

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Study and evaluate user requests to determine the information needed to solve the given problem.
- * (2) Study, evaluate and document existing systems and data flow (both manual and automated) as related to user requests.

- * (3) Develop methods and procedures which provide the needed information to solve the given problems to include system definition, general systems flow, general program flow, program narrative and file requirements.
- * (4) Develop a test plan and coordinate the systems testing as required.
- * (5) Coordinate implementation of data processing systems.
- * (6) Prepare necessary manuals and training materials and develop training sessions to acquaint the user with data processing systems and equipment.
- * (7) Prepare necessary clerical, control and operating procedures surrounding data processing systems.
- * (8) Write and test application software as required.

Inter / Intra-Agency Communication and Delivery

- * (9) Communicate effectively with coworkers, end-users, district personnel, various agencies and software vendors.
- * (10) Keep supervisor informed of potential problems or unusual events.
- * (11) Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement

- * (12) Demonstrate initiative in the performance of assigned responsibilities.
- * (13) Provide for a safe and secure workplace.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.
- * (17) Maintain positive relationships with coworkers, end-users and other district personnel.
- * (18) Participate in workshops and training sessions as required.

Systemic Functions

- * (19) Prepare all required reports and maintain all appropriate records.

- *(20) Follow all School Board policies, rules and regulation.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Demonstrate support for the School District and its goals and priorities.
- *(23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

ANALYST – SYSTEMS (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 3

Date of Board Approval: August 21, 2001

Date of Revision: April 21, 2009