

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR SYSTEMS ANALYST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide the communication link between the users of the administrative information system(s) and the technical resources of MIS; assist users to fully utilize all features and functions of the administrative information system; lead users in decision-making regarding codes, values, parameters, policy and procedure changes, data conversion specifications, validation criteria, design of pre-printed forms, report standards, and one-time reporting needs; develop functional specifications; in conjunction with end-user, analyze, troubleshoot and research software problems.

REPRESENTATIVE DUTIES:

Ensure effective and efficient use of the District's administrative information system through development of validation and verification procedures. *E*

Develop functional specifications from end-user's description of functional changes and work with programming staff to implement changes. *E*

Maintain high levels of end user satisfaction with operating efficiency of administrative information system and its components by assisting users with decision-making tasks regarding codes, parameters, tables, and rules. *E*

Provide assistance to end users in diagnosing and resolving problems associated with supported services by analyzing process and procedures and their relationship to the administrative information system. *E*

Assist departments with the training of key personnel related to the use of the administrative information system; develop related training materials in concert with end users; utilizes the "train the trainer" approach. *E*

Coordinate with end-users' analysis, specifications, testing, training, and documentation associated with system enhancements and new system development efforts. *E*

Work with Senior Programmer/Software Developer on all software requested changes. *E*

Manage and maintain Accutrak attendance reporting system. *E*

Submit MIS files to Chancellors office and produce reports necessary for the compilation of the CCFS320 report (the CCFS320 is submitted by management personnel). *E*

Remain current on vendor changes affecting administrative information system and State Chancellor's Office regulations regarding data collection and reporting. *E*

Maintain security and confidentiality of data and application system. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Databases, data element dictionaries.

Structured queries.

Desktop operating systems.

Community college administrative information systems.

Report analysis and data variation implications.

Implementation of new information systems.

Functional and technical specifications.

Validation and acceptance procedures.

Information systems standards and procedures.

Problem diagnosis and resolution.

Documentation standards.

Web based systems.

Datatel's Colleague information system and its components.

Problem solving techniques.

Training methods for technical and non-technical staff.

Software Development Life Cycle (SDLC) principles and practices.

ABILITY TO:

Assist project leader with District-wide major implementation projects.

Work closely with technical staff to achieve objectives of end users.

Work with non-technical staff and train them in the necessary functions of the administrative information systems that are vital to their job function.

Develop functional specifications from descriptions made by end users, and work with technical staff for implementation.

Learn and use appropriate ERP related software development tools.

Assists users with long-term ERP related planning.

Work under pressure of deadlines and still make decisions that are appropriate for the situation.

Locate problems from verbal explanations and correct errors without disrupting end user operations.

Operate computers and peripheral equipment including terminals, data storage, printers, and scanning equipment.

Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, and cultural, disability, and ethnic backgrounds of community college students and staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in computer science, business, or related field, and five (5) years experience working with a complex administrative software system, preferably at a college or university.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to walk, stand, sit for extended periods of time; climb stairs; speak and hear to communicate with internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor for extended periods of time. The employee is occasionally required to lift, up to 25 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet.