

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 139
RANGE: 164
EXEMPT

BUSINESS SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Administrator, Information Systems and Technology, responsible for product owner duties in an agile based software development life cycle (SDLC); perform the duties as the main interface to the development team, providing subject matter expertise to ensure solution comprehensiveness, quality assurance and accuracy.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist development to determine an appropriate level of acceptance testing.
- Assist with the elaboration of epics, themes and features into user stories and responsibility to help the development team understand requirements.
- Conceptualize customers' needs and business requirements and communicate to the rest of the team, by developing high level product design wire frames, user interface concepts and mockups to convey functional requirements.
- Convey vision and goals at the beginning of every release and Sprint.
- Coordinate development of documentation and training materials as necessary and lead internal and external feature training.
- Create and maintain the product backlog based on stakeholders and customers business needs and requirements.
- Enforce organization product standards for all products as related to user interface, product styles, and graphical standards by participating in product reviews during the development process.
- Inspect the product progress at the end of every Sprint and ensure that the team is developing a product that meets stakeholder's expectations.
- Participate in the daily scrums, Sprint planning meetings, Sprint reviews and retrospectives.
- Perform market research, monitor competitive activity, and identify customer needs.
- Prioritize and sequence the backlog according to business value.
- Provide internal and external product support to school districts and departments such as, finance, human resources, and payroll.
- Represent customer, interface and continuously engage the customer and stakeholders to ensure the team is building the right product and delivering the ROI expected of it.
- Responsible for product owner duties in an agile based software development life cycle.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.

¹Unrepresented

- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- California School Accounting.
- General and school business practices and procedures.
- Microsoft Office Suite (Word, Excel, Power Point & Access).
- Policies and objectives of assigned programs and activities.
- Project Management.
- Record-keeping and report preparation techniques.
- Software development lifecycle.
- Scrum/Agile Principles.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Define problems, collect data, establish facts, and draw valid conclusions.
- Enterprise software applications, including but not limited to, ERP, project management, asset management and/or collaboration solutions.
- Interpret customer and market needs into product features and functions that benefit customers and provide a competitive advantage.
- Interpret a complex variety of technical instructions, and deal with several abstract and concrete variables.
- Lead, communicate, write and present.
- Maintain current knowledge of technological advances in the field.
- Maintain records and prepare reports, business correspondence and procedure manuals.
- Manage web-based SaaS products.
- Meet schedules and timelines.
- Perform a variety of specialized duties in the programming, development, maintenance and analysis of computer applications, databases and systems in support of assigned departments, programs and functions.
- Solve assigned problems and present recommendations with clarity in written and graphic form.
- Transform customer needs and business requirements into software solutions with ability to successfully communicate and document desired behavior, by developing high level product design wire frames, user interface concepts and mockups to convey functional requirements.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.

- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree in Business Administration, Accounting, or Computer Science preferred.

EXPERIENCE:

- Three years increasingly responsible experience with applicable business systems and systems analysis.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job

elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 26, 2011

Revised: October 1, 2017