FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION[1]

SYSTEMS ANALYST

BASIC FUNCTION:
Under the direction of the Director of Application, Development and Support or assigned supervisor, perform a variety of specialized duties including project planning, task prioritization, and system analysis; perform system review audits for projects and enhancements related to variety of web/system applications as assigned; meet with business stakeholders, systems owners, and end users to define functional and technical requirements for software solutions; lead project teams in developing and managing the project management plan within the constraints established and approved by the project sponsor.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Collaborate, with assigned team work, ensuring reliability, productivity, and execution of projects.
- Develop, maintain, and manage application systems, analysis-specific processes and documentation; identify the advantages and disadvantages of various software application features.
- Evaluate and test software applications, compile data and produce relevant reporting for leadership evaluation.
- Lead and coordinate business/technical teams to establish and execute project plans, design, develop, industrialize, and commercialize new products.
- Lead project team(s) in developing and managing the project management plan within the constraints established and approved by the project sponsor.
- Manage arbitrations by providing project reviews and reports to project sponsor, steering committee(s) and other stakeholders.
- Meet with business stakeholders, systems owners, and end users to define functional and technical requirements for software solutions.
- Responsible for meeting the scope, schedule, resource and budget commitments reflected in the project management plan.
- Responsible for planning and execution of activities required to meet project goals within the project budget and schedule constraints, always focusing on value for customers and business goals; manage project scope, budget, schedule, product cost, risks, resources (competencies), quality and communication.
- Use principles of application systems development to analyze, test, implement, maintain and document Information Technology (IT) projects.
- 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.

[1]Unrepresented

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

OTHER DUTIES:
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required in and outside of California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Database (DB), Relational database management system (RDBMS), Structured Query Language (SQL) and stored procedures; database schemas and querying tools.
- Microsoft Office applications including, but not limited to, Word, Excel, Outlook, Visio, and Access.
- Software development and quality assurance methodologies, tools and processes.
- Software development life cycle (SDLC).
- Software Quality Assurance; software testing types, strategies and approaches.
- Systems functional analysis; Systems requirements documentation.
- Test automation framework and tools.
- Test management tools including, but not limited to, like QC, Zephyr, and QA Complete.
- 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:
- Explain complex, technical information to technical and non-technical contacts.
- Lead a team through effective delegation, training, conflict management and motivation.
- Meets schedules and timelines.
- Organize and prioritize workload in order to meet necessary deadlines.
- Investigate and troubleshoot problems.
- Maintain records related to work performed.
- Perform variety of functions to ensure deliverables are validated with quality consideration.
- Track multiple test efforts simultaneously and synthesize the results in fast paced environment.
- Work creatively and analytically in a problem-solving environment.
- Work with cross-functional team of internal and external resources located onshore and offshore.
- 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 and collaborate in a team-oriented environment.

EDUCATION AND EXPERIENCE:

EDUCATION:
- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree in Computer Science or related field preferred.

EXPERIENCE:
- Three years experience writing code and/or scripts and structured query language (SQL) in an information technology industry preferred.

LICENSURE AND OTHER REQUIREMENTS:
- Certifications in Project Management Professional (PMP) and Agile Scrum Master preferred.
- 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 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: October 1, 2017