CLASS TITLE: INFORMATION SYSTEMS ANALYST

BASIC FUNCTION:
Under the direction of the Chief Technology Officer (CTO), analyze information, processes and computer technology used by the District. Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:
Analyze information through the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of a variety of District data. Analyze district processes through working with District and school personnel to streamline various activities through the development of various programs and implementing industry best-practice process improvement techniques. Analyze district computer technology through the configuring of servers, switches, firewalls, security filters and computer systems (including laptops, desktops, iPads, Chromebooks, etc.) for optimizing the computer system usage and performance within the District.

Develop, prepare, maintain and produce reports for District and school personnel providing insight into longitudinal and short-term trends. Specific information includes: attendance, enrollment, CSIS, SIS, SIF, CDIF, SNOR, CRDC, HQT, NCLB, CBEDS, graduates, special education, English learners, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, credentials, assignments, positions, permissions, software, data specifications, user accounts and assigned activities.

Collaborate with District and school personnel, and Technology Department personnel to streamline processes by continuously documenting and improving processes. Implement proper measurements and metrics to gauge process performance for determining areas of improvement. Research best practices and assist in the implementation of those practices.

Prepare electronic data submissions for various District departments, committees, the Superintendent, State and federal reports; prepare, format and submit a variety of specialized data required for State and federal District grants, profiles and funding; assure mandated local, State and federal reports are completed in accordance with established time lines and requirements.

Collaborate with computer system staff and vendors in the configuration, implementation and development of systems and processes of servers, switches, filters, firewalls and a variety of electronic devices. Collaborate with computer system staff and vendors in the collection, extraction, processing, analysis and submission of a variety of electronic data; serve as a liaison between District personnel, administrators, outside agencies and governmental organizations concerning assigned data processing and reporting functions; resolve related issues and discrepancies as needed.

Audit a variety of data, records and reports for accuracy and completeness; compare data and identify errors and discrepancies; make corrections and modifications as needed, add and revise data to meet reporting changes and requirements as necessary; interpret, implement, analyze and discuss changes to

information sources/data and reports with vendors, governmental representatives and technology staff.

Provide technical training and assistance to District personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving network, database, login and other technology issues; refer complex problems to other personnel as needed.

Produce and process a variety of notifications, lists, forms, labels, files, student cards, passwords, and decryptions and encryptions; implement new modules developed by vendors; update, revise and maintain a variety of code tables; maintain custom menus and embedded reports and applications.

Install, test, upgrade and update computer software, systems, servers and applications as needed; assist with maintaining integrity and security of assigned computer systems; troubleshoot and resolve data file and aggregation issues and malfunctions as needed; prepare backup data files in accordance with established timelines and procedures; maintain and update library of backup data files.

Assist the CTO with department operations, functionality and effectiveness as required; provide support duties; assist with departmental recruitment activities.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software.

Attend and participate in various meetings and committees as assigned.

OTHER DUTIES:
Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Principles, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.
Process improvement techniques and best practices.
Data collection, information systems and statistical software.
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Visual Studio, C#, Transactional SQL, SQL Server, switch technology, Microsoft server systems, Firewalls, Systems Architecture design, Powershell.
Principles, methods and procedures of operating computers and peripheral equipment.
Computer hardware systems, databases, utilities and applications used by the District.
Record retrieval and storage systems.
Data control procedures and data entry operations.
Survey instruments, techniques and methodology.
Report writing and statistical record-keeping techniques.
Data verification and clean-up procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Statistical and mathematical computations.

ABILITY TO:
Perform a variety of specialized duties involved in the computerized collection, processing, input, verification, extraction, analysis, record-keeping and reporting of a variety of student, staff, faculty, enrollment, program and a variety of other District data.
Develop and compile stand-alone applications.
Input, code, extract and update a variety of data in assigned computer systems and software, including FoxPro, Visual Studio, Enterprise Manager and others.
Serve as a liaison and coordinate data processing, analysis and reporting functions between District personnel, administrators, vendors and various outside agencies.
Utilize an assigned computer system to input and extract data, maintain automated records, initiate queries, create tables and custom views, and generate a variety of statistical reports and documents.
Review and audit input and output data to assure accuracy and efficiency.
Assemble, organize and prepare data for records and reports.
Provide technical training and assistance to staff and administrators concerning data collection, processing, analysis and reporting functions, and related computer systems and applications.
Type or input data at an acceptable rate of speed.
Interpret findings and analyze data, and provide related recommendations.
Compile and verify data and prepare reports.
Maintain accurate statistical records.
Establish and maintain cooperative and effective working relationships with others.
Perform mathematical and statistical computations with speed and accuracy.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Plan and organize work.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Any combination of education, training and/or experience equivalent to a bachelor's degree with coursework in computer science or related field, and two years experience involving the collection, processing, data analysis, formatting and reporting of computerized data.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: *09/19/2007*
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