long
beach
unified
school
district

SENIOR SYSTEMS ANALYST

JOB SUMMARY

Under general direction, analyze work procedures of application systems and coordinate the work of project groups engaged in analyzing, designing, accessing and implementing the District's student information and business software application systems; serve as the database administrator for a major District-wide application system such as the payroll or financial system; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate and oversee the configuration, development and implementation of assigned Oracle and DB2 relational databases and application systems; assure compliance with applicable laws, codes, rules and regulations. *E*
- Serve as the database administrator for a major District-wide application system such as the payroll or financial system; define and oversee work related to development, modification, testing and installation of databases; control and monitor user access permissions and privileges. *E*
- Analyze and design application systems and databases requiring innovative and diversified approaches to the resolution of issues in the areas of data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting. *E*
- Design and implement database backup and recovery strategies and procedures; monitor database backups; recover data as required to assure integrity of databases and application systems. *E*
- Plan, write and maintain documentation for data standards, procedures and definitions and application system procedures and guidelines. *E*
- Design and perform quality assurance and acceptance test plans for modified, enhanced and new forms, reports and database objects such as functions, procedures, packages, tables, views and indexes to assure application functionality and accuracy. *E*
- Serve as liaison with third-party vendors, Information Services staff and contractors; provide work direction and guidance; review completed work and work in progress for accuracy. *E*
- Evaluate, install, troubleshoot and maintain database and web application services,

tools and utilities and peripheral applications; provide technical expertise to District projects involving assigned databases; assure effectiveness and accuracy of system application design; recommend modifications to meet user needs. *E*

- Oversee and participate in the development of specifications for hardware and software systems; evaluate and recommend vendor solutions; coordinate, design and implement in-house requests for new software functionalities. *E*
- Provide leadership to implement District-wide comprehensive system design; develop and monitor feasibility studies; develop request for proposals; write functional and technical system specifications. *E*
- Communicate with administrators, vendors, service providers and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information. *E*
- Participate in the development and implementation of methods to assure the security and integrity of privileged and sensitive data that is stored and retrieved online including budget, payroll, personnel, financial and student information.
- Maintain a variety of records and files and prepare reports related to assigned activities; extract and prepare data for a variety of reports; modify database table structures and data as necessary. *E*
- Develop and provide individual and group training on application systems and related databases; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. *E*
- Provide technical expertise and information to Information Services management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain project status reports; modify projects and adjust efforts to meet management and department priorities and goals. *E*
- Attend and participate in a variety of meetings to maintain current knowledge of technological advances in the field; learn new operating systems, utilities and programming languages and remain current with evolving computer technologies. *E*
- Participate in the evaluation and testing of software applications for purchase by the District; make presentations and provide recommendations to management regarding the purchase of new applications and databases. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites; respond to after-hours emergency calls. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Senior Systems Analyst serves as a technical lead for project groups engaged in analyzing, designing and implementing the District's student information and business software application systems application systems. Incumbents focus on client needs

and satisfaction and provide responsiveness to client requests and department staff, as well as performing technical development work. Incumbents also serve as a Database Administrator and plan, coordinate and oversee the configuration, development and implementation of assigned Oracle and DB2 relational databases and District-wide application systems.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of relational database design, implementation and administration.
Advanced principles and techniques of systems analysis.
Principles and practices of computer programming in client/server environments.
Computer hardware systems, software applications, databases and programming languages utilized by the District such as C#.net, Visual Basic, Oracle, DB2 and SQL.
Principles of training and providing work direction to others.
Project management techniques.
User interface issues, navigation and computer software architecture.
Documentation methods for programs, files and databases.
Oral and written communication skills.
Technical aspects of field of specialty.
Mathematical computations.

Ability to:

Plan, coordinate and oversee the configuration, development and implementation of assigned Oracle and DB2 relational databases and application systems.
Develop, modify, test and implement the District's student information and business software application systems and databases.
Create software and data specifications based on user objectives.
Perform advanced systems analysis.
Write new and revised technical documentation to support software including manuals and user guides.
Analyze and detect errors in data and program structure, logic and coding.
Test and debug programs for accuracy and reliability.
Develop and provide individual and group training on application systems and related databases.
Diagnose operating issues in relational database application systems.
Analyze situations accurately and adopt an effective course of action.
Create and utilize forms for data collection.
Apply web programming languages and technologies.
Learn and transition to new technology quickly and easily.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.
Provide work direction and guidance to others.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Adjust to changing priorities and work assignments.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in computer science or a closely related field.

Experience:

Four years of experience in web applications systems and database development, programming, testing, modification and administration.

Experience in a lead or supervisory capacity is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C driver's license.

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.
Occasional evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/14/2007