CHICO UNIFIED SCHOOL DISTRICT
INFORMATION SYSTEMS ANALYST

DEFINITION
Under direction of Information Services management staff, to perform a variety of complex technical tasks, primarily related to administration of the district’s student information system(s), including design, installation, configuration, troubleshooting, end-user training/support and database maintenance.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
• Assures the implementation, networking, maintenance, testing, operation and integrity of the District Integrated Student Database System; reviews and analyzes new and existing student application programs and revises system to accommodate District needs; develops and maintains security for the District Integrated Student Information System.
• Travels to various locations in the region and investigates system/user problems and tests possible solutions; develops detailed specifications for applications and any corresponding changes in user workflow processes and procedures.
• Assist in the design, maintenance & troubleshooting of District local/wide area networks; install and administer enterprise network servers; troubleshoot and resolve problems with the network and database services.
• Confers with District administrators and personnel to determine data management requirements; utilizes or modifies existing software; defines information and key fields, codes files and formats reports. Analyzes administrative activities and determines operational and information management needs; designs and implements computer-based systems for the collection, analysis and presentation of financial and statistical information. Plans and conducts in-services and workshops to train District and school personnel who work with the District Integrated Student Database System; develops training materials and user manuals; explains system requirements and procedures.
• Acts as liaison with vendors, manufacturers, District administrators and personnel concerning system needs, applications, and to troubleshoot problems; attends meetings, workshops and seminars (including out-of-state training classes) to maintain current knowledge of technological advancements in the field.
• Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
• Principles and practices used in the design, configuration, installation and maintenance of computer systems and networking equipment, including servers, routers, switches, cabling, thin client systems, etc.
• Principles and practices used in the set up and administration of multi-user systems.

Skill in:
• Problem analysis and resolution.
• Interpersonal relationships and District-wide communication.
• Planning, organize and manage multiple projects

Skill to:
• Operate modern office equipment.
• Type or operate a keyboard at a level proficient for successful job performance.

Ability to:
• Install and troubleshoot computer software, hardware and network infrastructure.
• Evaluate new products and recommend usage.
• Develop and maintain effective working relationships with governmental and commercial constituencies (managers and staff) and respond to requests and inquiries from the general public.
Chico Unified School District
Information Systems Analyst, con't.
• Communicate clearly and concisely, both orally and in writing; possess and use excellent verbal, written, and presentation skills
• Multi-task in a changing environment.
• Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
• Estimate time, materials and equipment required for assigned projects.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
• 2-4 years progressively responsible experience in student information systems and/or database management, including technical knowledge of design, installation, troubleshooting and maintenance of information technology networks/systems.
• School district experience using SASIxp or other student database system currently in use by the District is highly desirable.

Training/Education:
• Minimum 2 years of college with major course work in computer science, information systems, data processing or related field. Bachelor degree with major coursework in information systems and/or business administration preferred.

Special Requirements:
Essential duties require the following physical skills and work environment:
• Valid California driver's license, good driving record, and use of private automobile.
• Proof of automobile insurance.
• Willingness to respond to emergency calls at night or on weekends.
• Occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
• Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
• Facility to see and read, with or without vision aides, a computer screen and printed matter and to distinguish colors.
• Sufficient hearing to understand speech at normal room levels and to hear and understand speech on the telephone.
• Manual dexterity to operate a telephone and enter data into a computer using both hands.
• Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
• Persons performing service in this position classification will exert 25 pounds of force frequently (up to 50 pounds infrequently) to lift, carry, push, pull or otherwise move objects.

PC – December 2004, July 2012