

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Analyst I, Information System	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management;
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-17/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; coordinate and perform a variety of advanced technical work in connection with the development, implementation, administration, and maintenance of an assigned information system and/or records management system; serve as a lead in the area of technology support for the department and act as liaison with Information Technology Services; perform special project assignments to support the efficient operation of the department.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Participate in the planning, designing, development, and implementation of an information system including, but not limited to data base setup, internal audit techniques, security, and user information needs; oversee and maintain department website as assigned. *E*

Oversee, develop and maintain a time and cost effective system for an assigned department including control and storage of documents and files, conversion of files to support computer-aided retrieval, and day-today record maintenance. *E*

Critically evaluate information gathered from multiple sources, reconcile conflicts, assemble high-level information into details, summarize low-level information to a general understanding, and distinguish user requests from the underlying true needs. *E*

Coordinate and participate in projects designed to improve the efficiency in accessing information and records; projects may include but not limited to conversion of physical to electronic records and the design and conversion of forms to electronic input. *E*

Train and provide clear direction to staff to ensure comprehension of procedures and processes; train users in the usage of various computer systems and programs; provide technical support and communication on system changes, upgrades, protocols and procedures. *E*

Participate in the setup of and deletion of users, maintenance of user security, and data base table administration. *E*

Provide requested data reports in a timely manner; utilize various software applications and tools to produce accurate reports; establish routines for verifying data input by others for accuracy ensuring integrity of data and compliance with State mandates. *E*

Perform research and analyze data utilizing computer data base management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports required by State and Federal agencies. *E*

Calculate, analyze, and accurately summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications for manual and computerized systems. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Collaborate and communicate with leaders, district departments, school sites, outside districts and agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals..

Perform special project assignments to support the efficient operation of the department.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in information systems, computer science, or related field and three years of professional experience in position related to job duties; supplemental course work or experience in the training, programming, use, and installation of personal computer hardware and software preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, development, implementation, administration, and maintenance of an assigned information system and/or records management system
- Capabilities, operation and utilization of personal computers, related equipment and software.
- Applicable computer language, programming environments, and operating systems
- Computer hardware systems, software applications, and languages utilized by the District.
- Interpersonal skills using tact, patience and courtesy.
- Analytical and problem solving techniques.
- Technical aspects of field of specialty .
- Oral and written communication skills.
- Principles and practices of management and training techniques.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Perform systems analysis including the development of cost efficient, auditable and secure systems.
- Maintain current knowledge of trends in the assigned field.
- Develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of business and instructional data.
- Provide technical guidance and recommendations concerning existing computer programs and systems.
- Operate computers and peripheral equipment properly and efficiently.
- Establish and maintain effective and productive working relationships with a diverse range of people.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Communicate, understand, and follow both oral and written directions effectively.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Work independently and effectively with minimum direction.

Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Plan and organize work to meet schedules and times.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast paced work; constant interruptions; extended viewing of computer monitor.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials; seeing to read and analyze reports.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions