

## Data Systems Analyst I

### Purpose Statement

The job of Data Systems Analyst I is done for the purpose/s of developing and installing specialized reporting systems as defined by management and department heads; updating and maintaining data extracts; and providing information and/or direction as may be required.

This job reports to Data Systems Manager

### Essential Functions

- Analyzes applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmer analysts, database administrators, users, vendors, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff for the purpose of documenting/interpreting user requests, identifying data sources and creating working plan.
- Develops new applications, systems and system components (e.g. monitoring project plans and schedules, developing program code and user interfaces, documenting applications, etc.) for the purpose of enhancing existing systems and/or providing solutions to current processing problems.
- Implements new software and system applications for the purpose of addressing organizational needs and providing operational capabilities to users.
- Maintains existing systems (e.g. add or update requested changes, enhancements, data source changes, creating code, adding additional functionality, etc.) for the purpose of providing production support in ensuring the ongoing availability of information needed to meet mandated requirements.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Produces a variety of system and mandated reports and report options (e.g. labels, directories, locator cards, state reporting, etc.) for the purpose of meeting site, district and state requirements.
- Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.
- Researches computer hardware and software applications, programming languages, and current technology (e.g. being knowledgeable on trends, recommending acquisitions, etc.) for the purpose of being knowledgeable on trends and recommending acquisitions.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring that product matches defined requirements and expected functionality.

- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing processes.
- Troubleshoots application software for the purpose of isolating bugs and resolving issues and/or providing user training.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

