



ANALYST II- SYSTEMS INTEGRATION

DEFINITION:

Under the general direction of the Director- Education Technology, assumes responsibility for large-scale software and technology systems; plans and oversees the implementation of critical technology projects; leads process improvement and systems integration efforts.

DISTINGUISHING CHARACTERISTICS:

The Analyst II - Systems Integration has substantial leadership responsibilities within the context of technology projects, systems management and vendor relations. This position is distinguished by the level of leadership expected and the high-complexity, resource investment, and/or potential risk or conflict typically inherent to the incumbent's assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee complex technology systems, including implementation, technical problem solving, ongoing support, and enhancements. Evaluate systems for cost-effectiveness and support of district objectives.
- Analyze business and educational processes; make recommendations for improvements; apply technology to streamline existing workflows.
- Identify gaps and opportunities for improvement in current systems and related procedures. Develop and implement plans for improvement.
- Plan and manage large and complex technology projects, including requirements definition, stakeholder engagement, product selection, scheduling, configuration, testing, implementation, and closeout.
- Coordinate the work of assigned project team members, consultants, vendor partners, and other personnel to ensure successful technology implementations.
- Evaluate software and other technology products for overall quality, fitness for use, and alignment to user requirements.
- Create work plans and monitor progress of project and operational tasks. Reconcile competing priorities to provide clear direction to project teams and other staff and consultants.
- Provide input to Information Technology management on project status, workload, risks, and progress toward objectives. Make recommendations and coordinate necessary modifications to project approach, resources or timelines.
- Consult with stakeholders to identify and document needs for system and process improvements. Develop project proposals, feasibility analyses and other reports as needed to inform project decisions and planning.
- Coordinate integration of new and modified software and curriculum solutions with existing technology systems. Provide oversight to ensure data integrity, system longevity, and appropriate security and privacy protections.
- Facilitate the translation of end-user needs into technical specifications and requirements needed by technical personnel.
- Lead and schedule multiple, concurrent projects to ensure project success and the best use of district resources.
- Develop cost projections for assigned projects. Monitor project costs against adopted budget. Recommend budget allocations and adjustments to IT Management.
- Facilitate project and team meetings. Document meeting decisions and action items. Communicate key meeting outcomes with stakeholders.
- Work closely with diverse stakeholders to understand their operational needs, resolve conflicts, diagnose and solve technological issues, and implement new systems.
- Develops and implements training and transition plans to foster technology adoption, productive use, and strong ongoing support.
- Communicates with administrators, department staff, vendors, service providers and other outside organizations to coordinate activities and support projects and technology systems.

- Prepares and maintains a variety of records and reports related to assigned activities.
- Operates a variety of office equipment including a computer and assigned software.
- Attends and participates in meetings, conferences and in-service trainings; maintains current knowledge of technological advances and industry trends.

QUALIFICATIONS GUIDE**Knowledge of:**

- Principles, practices and techniques of database structures, software and system design.
- Project management practices and tools.
- Principles and techniques of systems analysis.
- Technical aspects of field of specialty.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Principles of change management and technology implementation strategies.

Ability to:

- Research and compile application and system requirements for software customization.
- Troubleshoot and repair system malfunctions.
- Provide technical assistance to computer systems users.
- Detect errors in data and program structure, logic and coding.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Resolve conflicts within teams.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Work independently with little direction.
- Prioritize and schedule work.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science, information systems or related field and two -three years increasingly responsible business analyst or software development experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to view a computer monitor.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing and pulling objects up to 25 pounds.
- Bending at the waist, kneeling or crouching.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.