

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Systems Application Analyst

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Information Technology	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for analyzing user needs and for developing and implementing system application changes and modifications. Duties include: modifying, securing, and maintaining system applications; auditing system application data; providing customer support; modifying and/or refining system applications; writing code and programs to provide required reports; writing, testing, documenting, and implementing new programs; and, writing and maintaining system documentation.		
DISTINGUISHING CHARACTERISTICS: The Systems Application Analyst is a stand-alone classification which is distinguished from the Systems Operation Technician in that Systems Application Analyst modifies and maintains system applications.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Coordinates centralized computer processes to support District wide student assessment activities by editing input, executing necessary programs for scoring and producing output, communicating with school testing advocates, and creating data extractions for external analysis.	Daily	B2
2.	Writes computer programs by analyzing customer needs to include coding programs and creating necessary data structures and interface. Tests, documents, and implements programs and provides applications support to customers.	Daily	B2
3.	Designs and creates databases and/or other data structures by ensuring that: primary use of structure is understood, data type definitions are correct, database is efficient in both operation and disk space use, and security is adequate.	Daily	B2

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4.	Troubleshoots failed jobs and/or erroneous data by determining the cause of errors and bad data.	Daily	B2
5.	Acts as a liaison between software provider and mini computer user community.	Daily	B2
6.	Maintains and provides documentation of student system and processes, and regular and intermittent internal student system related reports.	Daily	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Business systems analysis, design, and programming concepts;
- Mini/mainframe computer operating system and job control language;
- Database structures and query and programming language;
- Operating systems, word processor, database, and spread sheet applications;
- Basic knowledge of Arizona Revised Statutes Education Code (ARS-15).

Skills (position requirements at entry):

Skill in:

- Keyboarding and data entry;
- Using equipment such as printers, tape drives, and form bursters;
- Writing documentation;
- Operating computers and using related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and two years of computer programming/systems experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts and electrical currents.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98