



SYSTEMS ANALYST I

SUMMARY/SCOPE/GOAL

Responsible for planning, preparing, and programming systems and activities which are necessary for producing reports, data, and system specifications by the use of department specified software and hardware. Is expected to work with minimum supervision, program fluently, handles a wide range of programming problems unassisted. Is expected to assist the lower-level computer programmers with project organization.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Associate's degree required in Computer Science.
- Four (4) years' relevant experience in related field required.
- Hardware and software platforms experience consistent with the District's Information Systems Service Strategic Plan.

Deleted: <#>Relevant experience may substitute for Associate degree; two years of experience vs. one year of college. ¶

SUBSTITUTION:

- An additional four (4) years of relevant experience may substitute for Associate's degree with the approval from the Director (exercising this substitution would require a total of 8 years of relevant work experience).

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PREFERRED/DESIRED:

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CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Communicate in a positive cooperative manner with users and department staff on modifications and new development of programs and systems.
2. Participate in self-development as needed (as an instructor, assistant, or participant).
3. Analyze and solve program and/or systems problems and communicate modifications to end users and department staff.
4. Organize and manage time on the job to complete tasks assigned.
5. Monitor systems, files, and programs for production and development-based systems.
6. Create and maintain production-based schedules for use by users and department staff.
7. Design and implement new functions and systems, as determined by end user management and department staff.
8. Plan, organize, and control activities on projects under their direction.

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9. Use data for confidential purposes as they pertain to the Department of Education; Federal law; Florida statutes; the collective bargaining process; and district policies, rules, and regulations.
10. Use programs, processes, and procedures for confidential projects as they pertain to the Department of Education, Federal law, Florida statutes, the collective bargaining process, and district policy, rules, and regulations.
11. Analyze operations, decisions, and format for assigned projects.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of software platforms consistent with the District's Information Systems Services Strategic Plan. Thorough knowledge of computer capabilities and limitations. Ability to produce and document functional specifications, logic processes, and flow analysis, by oral and written acceptable methods. Knowledge of accepted office practices and procedures. Ability to read, understand and improve computer programs, systems, and procedures. Ability to write and execute functional computer programs processes and procedures to generate complete application systems. Ability to make independent judgments in determining courses of action in the development of recommendations and/or systems. Review assignments as it pertains to Programmers and Analysts, monitor progress of assigned systems and programs, and produce reports, statements, and documentations for coordination with supervisors.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Educational Technology	DEPARTMENT:	Varies
TITLE CODE:	C2038	CONTENT BY:	Education Technology
GRADE:	17	COMPENSATION:	Human Resources
UNIT:	NB	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	01/01/2011	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/01/11	Initial Release	Education Technology
1.1	05/24/12	REVISED	
1.2	10/24/12	REVISED	
1.3	02/15/16	REVISED	
1.4	07/01/20	REVISED: New format	Human Resources
1.5	11/1/2021	Updated format: physical requirements to meet ADA format and add schedule	Ellie Kelly – Human Resources
1.6	2/8/2022	Update qualifications	Ed Sherretta – Director MIS

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.