



# SYSTEMS ANALYST

## 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, and handle a wide range of programming and system problems unassisted. Is expected to assist lower-level Systems Analysts and Computer Programmers. Additionally, the Systems Analyst II is expected to prepare internal system and programming specifications as it pertains to the District's needs. Additionally, the Systems Analyst III is expected to, a) seek and analyze district computer software as needed and prepare complete systems analysis, including internal system and programming specifications, b) have in depth knowledge of programming practices, and c) interact with the user community to achieve computer goals.

## QUALIFICATIONS

### SYSTEMS ANALYST I

#### 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.

##### 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).

##### PREFERRED/DESIRED:

#### CERTIFICATIONS AND LICENSES:

##### REQUIRED:

- Valid State Driver's License.

##### PREFERRED/DESIRED:

### SYSTEMS ANALYST II

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

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

##### SUBSTITUTION:

- An additional four (4) years of relevant experience and an Associate's degree may substitute for Bachelor'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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- BPS Systems Analyst I with a minimum of two (2) years' service may substitute for the Bachelor's degree and four (4) years relevant experience required, with the approval of the Director and concurrence of the Cabinet Level approver.

### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

### PREFERRED/DESIRED:

### SYSTEMS ANALYST III

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree required; Computer Science preferred.
- Five (5) years relevant experience in related field required.
- Hardware and software platforms experience consistent with the District's Information Systems Service Strategic Plan.

#### SUBSTITUTION:

- An additional four (4) years relevant experience and an Associate's degree may substitute for Bachelor's degree with the approval from the Director (exercising this substitution would require a total of 9 years of relevant work experience).
- BPS Systems Analyst II with a minimum of three (3) years' service may substitute for the Bachelor's degree and five (5) years relevant experience required, with the approval of the Director and concurrence of the Cabinet Level approver.

### PREFERRED/DESIRED:

### 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 manner with user representatives and department management on modifications and new development of programs and systems.
2. Participate in self-development as needed (as an instructor, assistant, or participant).

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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 managers and staff.
8. Plan, organize, and control activities of analysts and programmers (as assigned by functional tasks) on all projects under their direction.
9. Use data for confidential purposes as it pertains to the Department of Education, Florida Statutes, Federal Statute, the Collective Bargaining Process, and District policy, rules, and regulations.
10. Use programs, processes, and procedures for confidential projects as it pertains to the Department of Education, Florida Statutes, Federal Statute, the Collective Bargaining Process, and District policy, rules, and regulations.

### 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 hardware and software platforms consistent with the District's Information Systems Services Strategic Plan. Thorough knowledge of computing 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.

**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 rarely. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	_____ Educational Technology _____	<b>DEPARTMENT:</b>	_____ Varies _____
<b>TITLE CODE:</b>	_____ C2038, C2040, C2042 _____	<b>CONTENT BY:</b>	_____ Education Technology _____
<b>GRADE:</b>	_____ 17, 19, 21 _____	<b>COMPENSATION:</b>	_____ Human Resources _____
<b>UNIT:</b>	_____ NB _____	<b>LABOR RELATIONS:</b>	_____ Karyle Green, Ed.D. _____
<b>LAST BOARD APVD:</b>	_____ 04/12/2022 _____	<b>CLASSIFICATION:</b>	_____ Beth Thedy, Ed.D. _____
<b>SCHEDULE:</b>	_____ 8 Hrs. – 12 Mos. _____		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	03/29/98	Developed	Education Technology
2.0	06/13/00	REVISED	
3.0	06/12/01	REVISED	
3.1	11/15/12	REVISED	
3.2	02/15/16	REVISED	
3.3	07/01/20	REVISED: New format	Human Resources
3.4	11/1/2021	Updated format of physical requirements and added schedule	Ellie Kelly – Human Resources
3.5	2/8/2022	Update qualifications	Ed Sherretta – Director – MIS
4.0	4/12/2022	Board approved changes	Board
4.1	5/11/2022	Combined System Analyst I, II and III to one job description	Ed Sherretta – Director – MIS

*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.*