Job Title: INFORMATION SYSTEMS ANALYST

Definition:
  This position is under the general supervision of the Director of Information and Technology Services. The incumbent will implement, maintain, and support Information Systems of the Lancaster School District using secure, best practices. Develop technical specifications and requirements for IT projects. Support users and technical staff, providing training and documentation where needed. Implement security controls to support securing the Lancaster School District information technology systems.

Distinguishing Characteristics:
  This Systems Analyst role serves as Tier 3 Information Systems support for the organization. Serves as subject matter expert (SME) on information system design, implementation, and maintenance for the Lancaster School District.

Essential Job Duties:
  The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Deploy, maintain, and troubleshoot core organization platforms, including application servers, associated hardware, endpoints, databases, and cloud services.
2. Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements.
3. Develop, analyze, prioritize, and organize requirement specifications, data mapping, documentation, diagrams, and flowcharts for staff and contractors to follow.
4. Translate non-technical requirements into highly technical specifications and vice-versa.
5. Develop and coordinate testing processes and procedures, with test cases to protect the stability of new configurations and deployments.
6. Provide documentation of processes, systems and training as needed.
7. Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot issues.
8. Perform design, implementation, and upgrades of information systems to meet the organization and user needs.
9. Implement best practices for scalability, supportability, ease of maintenance, and system performance.
10. Prepare cost-benefit analysis reports for proposed upgrades.
11. Ensure that budget and timeline constraints are met.
12. Create and maintain security profiles within platforms; design roles and profiles to ensure proper permissions and access using Role Based Access Control (RBAC) fundamentals.
13. Develop and produce reports using system and platform tools.
14. Other duties as assigned.

Board Approved: June 6, 2023

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Minimum Knowledge, Skill and Ability:

Knowledge of:
- Modern practices of information systems design, implementation, secure operations, and maintenance.
- Information Technology Systems Analyst functions.
- Information system functions and interactions.
- Information system and security best practices.
- Knowledge of enterprise and organization IT systems.
- Strong understanding and knowledge of the methods, principles, and best practices associated with information systems (applications, servers, and platforms) deployment, maintenance, administration, and troubleshooting.
- Working knowledge of a variety of administrative command languages (Powershell, SQL, YAML).
- Working knowledge of Microsoft Office or Google equivalents.

Skill and Ability to:
- Read and interpret procedures, standards, and specifications.
- Work independently.
- Work flexible hours or shifts.
- Plan, organize, and complete assigned tasks.
- Deploy, maintain, troubleshoot, and repair district information systems.
- Engineer and implement information systems.
- Maintain professional confidentiality.
- Work professionally with school/district personnel, students, and stakeholders.
- Analyze and assess both technical and non-technical organizational processes and procedures in regards to information systems.
- Install, configure, document, test, develop training, and implement new applications and information systems.
- Translate technical specifications and parameters for non-technical stakeholder groups.
- Collaborate with non-technical stakeholders to determine technical needs.

Education, Training and Experience:
- 2 years of experience working with Information Systems, servers, and systems analysis.
- Bachelor's degree in computer science, information technology, or a related field. Bachelor's requirement can be waived with an additional 2 years of related experience.
- High School Diploma or equivalent is required.

License and Certificates:
- Minimum of one professional-level certification from Cisco, CompTIA, Linux Foundation, Linux Professional Institute, Microsoft, Nutanix, Redhat, VMWare or related.
- Comptia Security+ preferred.
- Must possess a valid California driver's license and be insurable.

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Job Title: INFORMATION SYSTEMS ANALYST

Physical Requirements and Working Conditions:
- Require vision (which may be corrected) to read small print.
- Ability to access tight locations for cabling, etc.
- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- May be required to work around loud noise.
- May be required to work around electrical current.
- Subject to inside and outside environmental conditions.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		
Stooping	X		
Crawling	X		
Twisting (back /neck)		X	
Climbing	X		
Pushing/Pulling	X		
Reaching (above shoulder)		X	
Reaching (below shoulder)		X	
Stooping	X		
Crawling	X		
Twisting (neck & waist)		X	
Climbing	X		
Pushing/Pulling		X	
Fine Manipulation		X	
Power Grasping		X	
Simple Grasping		X	

Board Approved: June 6, 2023

Job Title: INFORMATION SYSTEMS ANALYST

Repetitive use of hands			X
Keyboard Use			X
Mouse Use			X
Walking on uneven ground			X
Driving		X	
Working with heavy equipment		X	
Exposure to excessive noise		X	
Exposure to extreme temperatures		X	
Exposure to dust, gas, fumes, or chemicals		X	
Working at heights	X		
Repetitive movement		X	
Use of special visual or auditory PPE	X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)	X		

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

	Mental and Psychological Demands	Frequency		
		Rarely	Occasionally	Frequently
	Basic Work Abilities:	0-1.5 HPD	1.5-3 HPD	3-6 HPD
1	Follow verbal and written instructions			X
2	Maintain the established work pace			X
3	Adhere to established work and safety procedures			X
4	Respond appropriately to direction, evaluation, or criticism			X
5	Respond appropriately to changes in the work setting		X	
	Attention to Task/Details:			
6	Perform simple/repetitive tasks		X	
7	Perform complex/varied tasks			X
8	Organize tasks and set priorities			X
9	Manage multiple tasks simultaneously			X
	Interaction with Others:			
10	Work cooperatively with coworkers			X
11	Interact with customers or the public		X	
	Decision Making:			
12	Use basic problem-solving techniques			X
13	Work autonomously, or with minimal supervision			X
14	Make independent decisions based on data/circumstances			X