

SYSTEMS INTEGRATION ANALYST

JOB SUMMARY

The Systems Integration Analyst analyzes, integrates, and supports a variety of computing platforms, software, and programs; researches system capabilities and analyzes effectiveness of existing and potential software applications; performs analytical duties in the planning, development, interoperability and optimization of technology systems; develops reporting, automation and export capabilities; modifies and develops various database systems in support of special projects as required; and performs related duties as assigned.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The System Integration Analyst may perform any combination of the following:

- Performs analysis of new and existing computer systems to enhance capabilities, efficiencies and interoperability; identifies opportunities for the integration of data between database systems; plans, manages and facilitates the migration of data between systems; expands and modifies systems to improve functionality in reflection of district processes and requirements.
- Assists in the development and optimization of computer systems; conducts application testing; plans and implements system integration and interoperability; identifies and diagnoses data and system inaccuracies and anomalies; ensures compliance with District, State and Federal student database requirements.
- Inputs and compiles data from a wide variety of sources; manages large data sets; submits data and reports to governmental and oversight agencies as directed; coordinates and supports the implementation of customized databases using data extracts from multiple sources; improves functionality of designated databases by scripting, automating, and integrating with other computer systems; designs and develops new applications and computer functions as required.
- Assesses end user capabilities of various systems; develops and updates documentation specific to support databases, reporting activities, and other applications; informs related procedures and logistics; provides training, technical assistance, and support to district personnel as required.
- Supports district activities as directed by assisting end-users throughout the district with the installation, configuration, troubleshooting, diagnosis, repair, restoration and maintenance of desktop and laptop computer hardware and software; troubleshoots program and system malfunctions; provides work guidance to staff as assigned to resolve hardware and software problems; instructs users with resolving hardware and software challenges.
- Participates in trainings and workshops to keep informed of emerging trends and technologies; meets with various departments, personnel, school sites and outside agencies to exchange information, provide necessary support, coordinate activities and resolve difficulties; consults with management to plan updates in reflection of district needs and requirements; and collaborates with others to gather information relevant to system integration and optimization duties and support related planning and activities.
- Communicates with vendors, suppliers, District administrators and personnel concerning program operation and new technology; researches, plans, tests, documents, and optimizes new software and hardware configurations for use on the District network and verifies interoperability; backs up, restores, archives and optimizes data as needed.

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- Establishes processes to improve manageability of desktop assets and creates and automates deployment of system and software updates and computer configurations.
- Ensures compliance with safety regulations; follows instructions; schedules and performs work efficiently; maintains records of work activities; responds to emergency requests for equipment repairs as directed.
- Partners with Network Analyst to share information and expertise in order to provide support during absences.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Windows computer platforms, applications, operation and peripheral equipment
- Repair and maintenance of PC-based computers, local area networks (LAN) operations and software such as Powershell, SQL, VBA, Java, and JavaScript, multiple table relational database concepts, methods, procedures, applications such as Oracle, SQL Server, and Windows Server
- Data processing principles, practices, and capabilities
- Specifications and formatting of reports utilizing student information systems and other database software, spreadsheets and data processing systems
- Computer logic and flow-charting skills
- Principles of training
- Oral and written communication techniques
- Report generation as required
- Interrelationship of district business processes and computerized systems.

ABILITY TO:

- Install, manage, maintain and repair a wide variety of PC-based desktop/laptop computers and peripheral equipment
- Train and provide technical support to users in computer operation, software, networked systems
- Learn and effectively use software specific to District needs
- Maintain records and files
- Schedule and perform work to meet established timelines
- Maintain complex, real-time, District-wide database systems
- Analyze complex data
- Extract data by developing complex queries requiring logic
- Write program and process documentation and user manuals
- Present technical concepts clearly and concisely both orally and in writing; respond to emergencies without delay
- Work independently with minimal supervision
- Establish and maintain effective and cooperative working relationships with others
- Communicate technical information effectively with others unfamiliar with the terminology

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EDUCATION AND EXPERIENCE

Bachelor's Degree (or equivalent combination of education and experience) with major course work in computer science, information systems or related field and at least three years of experience in relational database or software development or at least three years of experience performing multiplatform support, installation and troubleshooting that includes system analysis and development. Experience with student database systems is desirable.

DISTINGUISHING CHARACTERISTICS

Systems Integration Analyst performs technical duties in the integration and optimization of a variety of technology systems; is distinguished by its specialization in database design, planning and analysis to ensure system interoperability.

This position is distinguished from the Network Analyst, which is responsible for the planning, installation and ongoing maintenance of the District's wide area network and local area networks.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

LICENSES/CERTIFICATES

None.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

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Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Sufficient visual acuity to read manuals, see contents on a computer screen and see circuitry inside a computer system; sufficient hearing to comprehend low level beeps from computers;

ENVIRONMENTAL CONDITIONS

Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

FLSA STATUS

Non-Exempt

SALARY RANGE

60