



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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<b>POSITION TITLE:</b>	Data Systems Analyst
<b>F.L.S.A.</b>	Exempt
<b>REPORTS TO:</b>	Data Systems Manager
<b>TERMS OF EMPLOYMENT:</b>	Information Technology Salary Schedule (261 days) with Benefits provided according to Support Staff agreement

### **QUALIFICATIONS:**

- Experience gathering user requests to determine system requirements
- Strong analytical skills to be used in defining end user solutions that result in process improvement
- Steady attention to detail and the ability to identify and suggest corrections to data integrity issues within databases
- Experience with enterprise application software solutions and the ability to ensure best practice usage
- Knowledge of relational databases and standard query languages used to obtain data including Oracle, SQL, Web Intelligence, and/or Access VBA.
- Solid background with report writing software solutions and being able to satisfy user requirements for information which can be used in decision making
- Demonstrated troubleshooting ability in order to identify, propose, and implement solutions to operational problems
- Ability to prioritize and track multiple projects, keep current with related trends and issues, recommend and monitor solutions that support district goals
- Energetic self-starter capable of working independently or working with a diverse group of employees and contractors in a fast paced environment
- Knowledge of Student Information, Learning Management, Human Resource, Time Tracking, and/or Finance Systems preferred
- Experience writing technical and functional documentation while delivering training to end users
- Bachelor's degree in MIS, Computer Science, Information Technology, or comparable Technical discipline preferred
- Excellent interpersonal skills including oral and written communication

### **PERFORMANCE RESPONSIBILITIES**

- Provide excellent customer service and ongoing technical support to various district users
- Coordinate and evaluate the activities of staff toward common departmental and organizational goals, improving user effectiveness, optimizing use of system functionality, and fostering innovation

## Data Systems Analyst (continued)

- Communicate, interact effectively, and influence projects with district employees, patrons and contractors
- Access, improve, integrate, stage, report and present data from multiple data systems
- Write and execute database queries and software automation scripts, macros, and testing applications as needed to fulfill district objectives
- Research, diagnose, troubleshoot and identify solutions to resolve customer issues related to application use, design and configuration
- Administrate district information systems & applications such as Infinite Campus (SIS), Desire 2 Learn (LMS), Kronos (Time Tracking), Alio (Financial and Human Resource)
- Take an active role in system development, enhancement, and integration where needed in order to improve organizational efficiency and effectiveness
- Provide and/or coordinate professional development opportunities for district personnel to ensure effective system use and accurate data reporting
- Articulate a clear understanding and direction for the district data collection and reporting to district staff and establish standards for data collection consistent with best practices
- Work closely with teams across the district to understand process and policies, translating needs into functional solutions
- Develop and manage a security based roles and responsibilities matrix for the various district systems and applications

### **OTHER JOB RESPONSIBILITIES:**

- Display teamwork and consensus building skills
- Maintain confidentiality, integrity, and security of data
- Think and plan strategically
- Work with both routine and complex reports and documentation
- Cross train and backup other members of the team
- Perform other duties as assigned