



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION INFORMATION SYSTEMS ANALYST

DEFINITION:

Under supervision of the Executive Director, Information Technology, this position provides general ITS/application support to all departments in the organization and school districts. Support is related to the operation and use of the organization's information systems. Supported information systems include but are not limited to Financial, Human Resource, Credential, Student, and Information Technology.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Understand ITS software/application processes from user and technical standpoint.
- Provide telephone and one-on-one support for ITS applications.
- Provide training to stakeholders to ensure accurate data entry, analysis and reporting.
- Run various ITS process which include but are not limited to payroll checks, accounts payable checks, student transcripts, periodic local, state and federal reporting processes and system utilities.
- Monitor and recommend the usage and purchase of system supplies and equipment.
- Ensure proper import/exports and transfer of electronic files to appropriate business or government organizations.
- Communicate and provide vendor management relative to applications purchased by TCDE or the districts we support.
- Develop and deliver training materials and courses on applications and their proper usage.
- Test and analyze new software releases to ensure proper application function.
- Develop processes, procedures, and documentation for ITS applications.
- Regularly review and revise documentation and security practices as needed.
- Design ITS reports based upon department and/or organizational needs.
- Implement new software systems and/or current software application features.
- Analyze new ITS/application technologies to improve organization efficiency.
- Drive frequently for department business.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Completion of a recognized two-year program in ITS/technology, accounting, or related course of study.
- Experience in schools and/or educational environment.
- Six years' experience in Financial, Human Resources, Student Information technology/software or related area.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Current information systems principals and practices.
- SQL, application development or database design and administration.
- Operating systems and an understanding of basic LAN & WAN networking.
- Information security best practices.



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- Customer and quality management practices.
- Desktop productivity software, MS Office Suite i.e. MS Access, MS Word, MS Excel, etc.
- Accounting principals, K-12 education or human resources desired.

ABILITY TO:

- Maintain confidentiality.
- Provide technical support for the implementation and maintenance of various information systems.
- Analyze and assess the information systems needs of TCDE departments and county districts.
- Recommend appropriate technology to meet client needs.
- Document internal information systems practices and procedures.
- Implement and adhere to data management and information security best practices.
- Migrate or convert legacy information systems (including desktops) to current technologies.
- Communicate clearly and concisely, both orally and in writing.
- Work effectively, respectfully and cooperatively with all employees and team members.
- Work effectively with frequent deadlines and changing priorities.
- Complete tasks in a timely manner.
- Take instructions and work independently when assignments and tasks are given.
- Cross train and transfer technical knowledge to other department/team members.
- Effectively use and support Escape, Aeries, MS SQL Server and other TCDE applications as determined by ITS management.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting, standing, and walking frequently.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: *Noelle DeBortoli*

Date: July 10, 2019