



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Business Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 74

BASIC FUNCTION:

Administer the applications of the complex business systems software program; install version updates; resolve program or process issues as needed; communicate with various District departments and schools regarding system operations and processes; assure integrity of data; generate a variety of records and reports related to assigned areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer the applications of the complex business systems software program; install version updates
- Maintain and assure accuracy and reliability of data in the business systems software; maintain data related to human resources, payroll, finance, benefits, purchasing and other data as assigned
- Resolve program or process issues as needed; monitor applications for integrity and improvement; monitor the applications for corrective needs; make recommendations and develop solutions as appropriate
- Communicate with various District departments and schools regarding system operations and processes; communicate with various departments and outside organization to coordinate activities and resolve issues or concerns
- Generate and manage data for a variety of records and reports related to assigned areas; manage reporting processes for W-2 creation/Social Security transmittal, 1099 creation/IRS transmittal, direct deposit transmittal, and year-end processes; provide ad hoc reporting for internal and external customers; assure data is transmitted in an accurate and timely manner; request and upload data as needed for reports
- Install application on customer computers; set up new and change existing customer capabilities
- Provide training and user support to customers utilizing the business system and related products; assist users with options for using the system data

- Prepare and maintain a variety of records and reports related to assigned activities; maintain automated and manual files; develop bargaining unit employment letters
- Operate standard office equipment including; drive a vehicle to conduct work
- Attend a variety of meetings and training sessions as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data processing principles and practices

Computer system management techniques

Operation of the mainframe computer

Operation of a computer and assigned software

Methods and techniques of data collection, research and report preparation

Applicable State, federal and local laws, codes and regulations related to assigned activities

Analytical skills

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

Basic business practices and accounting principles

Record-keeping techniques

ABILITY TO:

Administer the applications of the complex business systems software program

Install version updates

Resolve program or process issues as needed

Communicate with various District departments and schools regarding system operations and processes

Assure integrity of data

Generate a variety of records and reports related to assigned areas

Troubleshoot and resolve problems related to software applications

Provide support to users by training and answering technical and non-technical questions as needed

Communicate effectively both orally and in writing

Analyze users' needs, business requirements and technical requirements and develop computer based solutions

Collect, evaluate and interpret complex information and data

Prepare clear and concise administrative and financial reports

Prepare and maintain records and reports

Adapt to changing technologies and learn functionality of new equipment and systems

Meet schedules and time lines

Plan and organize work

Establish and maintain cooperative and effective working relationships with others

Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or related field and five years of increasingly responsible experience in information technology or experience managing complex business software applications

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds

Sitting for extended periods of time

Seeing to view a computer monitor