



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Student Systems Analyst</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Information Technology</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 59</b>

**BASIC FUNCTION:**

Perform a variety of specialized activities in the management and maintenance of the Student Information System (SIS) and other assigned systems; provide user support and training to District staff and users of the SIS; troubleshoot hardware and software systems; train and provide work direction to assigned staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of specialized activities in the management and maintenance of the SIS and other assigned programs; assist and advise administration on the maintenance and deployment of other technology related to District operations
- Provide user support and training to District staff and users of the SIS; provide training at various school sites
- Troubleshoot hardware and software system related to the maintenance and operation of SIS; communicate with vendor technical staff to resolve issues; maintain District DNS servers
- Produce custom reports to analyze student academic performance and evaluate instructional support models using SQL, spreadsheet software and real-time graphing tools
- Create custom solutions for providing authoritative source data to department District systems; receive and respond to report requests from District departments and schools; create, maintain and update object reports including report cards, transcripts, for letters and mailing labels
- Coordinate with data integrity and other staff to assure accurate reporting for CALPADS and attendance ADA reporting; perform data integrity checking of graduating and promoting students; assist and support secondary schools with master scheduling
- Train and communicate with staff on proper use and functionality of the SIS as it relates to their assignment
- Install system updates and upgrades; maintain SIS test servers and update as needed; develop SIS customizations as needed

- Open and close grading window for elementary schools; activate/deactivate ungraded District standards; make changes to report card templates and standards as needed; store term grades for middle and high schools
- Prepare and maintain a variety of records, lists and reports related to assigned activities; maintain and update pertinent technical reference materials and vendor information
- Maintain backups and archives of SIS data
- Operate standard office equipment; drive a vehicle to various sites to conduct work
- Manage student email systems, groups, and permissions

**OTHER DUTIES:**

Assist with management of assigned District web servers such as helpdesk and internal web servers

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Installation, maintenance and operation of assigned student systems software

Applicable laws, codes, rules and regulations related to student data and assigned activities

Network TCP/IP and file systems, operating systems, windows servers, SQL, and database languages utilized by the District

Web server technologies

Principles and practices of training and providing work direction to others

Basic programming concepts

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Record-keeping techniques

Technical aspects of field of specialty

**ABILITY TO:**

Perform a variety of specialized activities in the management and maintenance of the SIS and other assigned systems

Provide user support and training to District staff and users of the SIS

Troubleshoot and resolve systems malfunctions, bugs or other errors

Train and provide work direction to assigned staff

Create, maintain and update SIS reports

Maintain data integrity and prepare backup data files

Understand and follow oral and written instructions

Determine appropriate action within clearly defined guidelines

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Prepare and maintain records and reports

Meet schedules and timelines

Plan and organize work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in information technology or related field and four years of increasingly responsible experience in information systems

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment

Driving a vehicle to conduct work

**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