



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

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Business 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>5/22/2019 6/6/2019</b>	SALARY GRADE:	<b>Schedule: 56 Range: 74</b>

**BASIC FUNCTION:**

Administer the applications of the complex district systems software programs, including full read and write database access; install version updates; write SQL (structured query language) queries, 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 complex business systems software programs, including full read and write database access; install version updates
- Maintain databases that include all types of sensitive personnel information, including SSNs and direct deposit information
- Maintain and assure overall accuracy and reliability of data in district data systems software; maintain data related to human resources, payroll, finance, benefits, purchasing, students, and other data as assigned
- Write SQL commands to maintain or update district databases as needed
- Write SQL queries and prepare reports using the resultant data, including charts and graphs from those queries utilizing business software or other data visualization products like spreadsheets or Jaspersoft
- Develop processes and procedures, including automated workflows, to adapt business systems to support workflow and data requirements for the district
- 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
- Communicate with District departments about improvements in district systems that provide improved functionality
- Install application on customer computers; set up new and change existing customer capabilities
- Comply with all state and federal government reporting requirements
- Manage reporting processes for W-2 creation/Social Security transmittal, 1099 creation/IRS transmittal, direct deposit transmittal and year-end processes
- Maintain automated and manual files as well as develop bargaining unit employment letters
- Maintain data synchronization between district systems, including online systems
- Prepare, maintain, generate and manage data for a variety of records and reports related to assigned areas as well as request and upload data as needed for reports

### **ESSENTIAL DUTIES (continued)**

- Provide ad hoc reporting for internal and external customers; assure data is transmitted in an accurate and timely manner
- Provide training and user support to customers utilizing the business system and related products; assist users with options for using the system data
- Resolve program or process issues as needed; monitor applications for integrity and improvement; monitor applications for corrective needs; make recommendations and develop solutions as appropriate
- Use Monarch or similar report writing software to convert data reports to spreadsheet-friendly formats if no other method is available
- Work with Technology Department staff to ensure that effective data recovery systems are in place and tested for any data systems hosted by the district
- Attend a variety of meetings and training sessions as assigned
- Operate a motor vehicle in the performance of these duties
- Operate standard office equipment
- Perform related duties as assigned

### **MINIMUM QUALIFICATIONS**

*The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

#### **Education and Experience:** Any combination equivalent to:

- A. Graduation from high school or equivalent. Bachelor's degree in Information Technology/Information Systems that includes specific coursework in database and data processing administration.
- B. Seven (7) years' experience in managing complex and multifaceted business system software applications and database resources.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

#### **KNOWLEDGE OF:**

- Analytical skills
- Applicable laws, codes, regulations, policies and procedures to include State Education Code
- Basic business practices and accounting principles
- Computer system management techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Data entry and retrieval techniques
- Data processing principles and practices
- Development of system and user documentation
- Interpersonal skills using tact, patience, courtesy and professionalism
- Mathematical computations
- Methods and techniques of data collection, research and report preparation
- Modern office procedures and record-keeping techniques
- Motor vehicle operation
- Operation of a computer and assigned software
- Operation of the mainframe computer
- Operations, policies and objectives relating to school district activities
- Oral and written communication skills
- Organizational operations, policies and objectives
- Record-keeping and report preparation techniques
- Research methods
- Technical aspects of field of specialty
- Telephone techniques and etiquette

#### **ABILITY TO:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals
- Ability to read, write, hear, and speak in English.
- Adapt to changing technologies and learn functionality of new equipment and systems
- Administer the applications of the complex business systems software program
- Analyze situations accurately and adopt an effective course of action
- Analyze users' needs, business requirements and technical requirements and develop computer based solutions
- Assure integrity of data
- Collect, evaluate and interpret complex information and data
- Communicate effectively both orally and in writing
- Communicate with various District departments and schools regarding system operations and processes
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Generate a variety of records and reports related to assigned areas
- Install version updates
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain discretion of sensitive, proprietary and privileged information
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Operate a motor vehicle
- Operate a variety of office equipment including a computer and assigned software
- Plan and organize work
- Prepare and maintain accurate records and prepare reports
- Prepare clear and concise administrative and financial reports
- Provide support to users by training and answering technical and non-technical questions as needed
- Read, interpret and apply complex technical publications, manuals and other documentation
- Implement new applications and programs
- Resolve program or process issues as needed
- Skill in speaking effectively one-one and/or before internal and/or external groups.
- Skill in writing routine draft instructions, reports and correspondence;
- Troubleshoot and resolve problems related to software applications
- Understand and follow oral and written instructions
- Work independently with little direction

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Constant interruptions

Driving a vehicle to conduct work

Interactions with dissatisfied, hostile and irate individuals

Indoor/Office environment

Subject to demanding time lines and constant interruptions

### **PHYSICAL ABILITIES:**

Bending at the waist; kneeling or crouching to file and retrieve materials

Crawling, climbing, squatting, bending, stretching, and reaching for field service work

Dexterity of hands and fingers to operate a computer keyboard and mouse

Hearing and speaking to present or exchange information in person and on the telephone

Moving, lifting, carrying, pushing, and pulling objects of up to 75 pounds

Operating a computer keyboard for extended periods of time

Reaching overhead and above the shoulders to retrieve hardware or peripherals

Seeing to view monitors and read or compose a variety of written or digital materials

Sitting or standing for extended periods of time

### **HAZARDS:**

Contact with dissatisfied or abusive individuals.

Extended viewing of computer monitor.

Sitting for an extended period of time