

## **Killeen Independent School District Job Description**

**Job Title:** System Analyst  
**Reports To:** System Supervisor  
**FLSA Status:** Exempt

### **SUMMARY**

Mentors and leads the System Specialist in support, analysis and development of Business, Student or System functions. Responsible for creating processing procedures, documents and training materials for supported area. Communicates with the Data and Information Services System Supervisor of all activities within a team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Performs advanced, highly complex program analysis involving maintenance, implementation, and enhancement of programs and processes.

Analyzes, extracts, and manipulates data as needed for reporting district, local, state, and federal purposes to include resolution of validation errors.

Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads projects and assists in work of others. Achieves a wide degree of creativity and latitude.

Serves as a technical instructor which designs training objectives, class outlines, handouts as well as design laboratory exercises for supported information systems.

Consults with campus and district-level personnel to identify current operating procedures and to clarify program objectives.

Participates in the testing process through test review and analysis of application software.

Researches and evaluates software/hardware to assist in programming or to use as program platforms.

Creates instructions and guidelines to perform the functions of the job.

Collaborates with campus and district-level personnel to determine processing needs, clarify requests, and develop solutions, while meeting district timelines.

Troubleshoots and develops technical solutions related to software and setup errors for campus and district-level personnel.

Documents and monitors problems to ensure a timely resolution with software vendor support.

Creates, maintains and implements application security profiles which ensure the security and integrity of KISD Information Systems data.

Escalates urgent problems requiring more in-depth knowledge to appropriate internal resources.

Maintains familiarity with the operating system, applications software, and data management systems operated by KISD Technology Services.

Is knowledgeable of commonly used concepts, practices, and procedures within a particular field.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, and directing work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Computer Science, Information Systems, or equivalent area, and three or more years' experience in writing code or reports; or associate's degree in Computer Science or equivalent area, and five or more years' experience in writing code or reports; and extensive experience in the use and knowledge of relational database concepts.

Experience with databases and SQL required. Experience with report writing tools such as Jasper and SSRS preferred.

Experience with productivity tools such as MS Office Suite and help desk ticketing systems, preferred.

Experience with operating systems such as MS Windows 10, Microsoft Server 2008, preferred.

Experience with data management systems required, student or business information systems, preferred.

Depending upon to which functional area the analyst may be assigned, he/she must have experience with budget and purchasing processing, payroll processing, position control, transportation, applicant tracking, benefits, cash receipts, finance accounting, employee tracking, inventory, safety, PEIMS and warehouse; or experience with student registration, attendance, medical, PEIMS, report card and UIL processing, AVID, Comp Ed, dyslexia, TAG, discipline, grades, transcripts, and the diploma plan.

### **OTHER QUALIFICATIONS, SKILLS and ABILITIES**

Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data, preferred. Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools. Ability to understand Board Policies and Administrative procedures, to use a variety of operating systems to include WINDOWS or MAC, and to work independently or in a team environment.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

**Tools/Equipment Used:** Standard office equipment including personal computer (PC), peripherals and video/instructional equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work schedule extends to evening and weekends, occasionally; occasional district-wide travel to multiple campuses as assigned

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Revised Date:** July 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.