

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Systems Analyst
FLSA STATUS:	Exempt
UPDATED:	April 22, 2003 (2nd Draft)

POSITION OBJECTIVES: To act as a member of a cooperative team in analyzing user requirements, procedures, and problems to automate processing or to improve existing computer system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Confers with personnel of school district to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized, and formats for reports.
- Writes detailed description of user needs, program functions, and steps required to develop or modify computer program.
- Reviews computer capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system.
- Studies existing information processing systems to evaluate effectiveness and develops new systems to improve production or workflow as required.
- Prepares workflow charts and diagrams to specify in detail, operations to be performed by equipment and computer programs and operations to be performed by personnel in system.
- Conducts studies pertaining to development of new information systems to meet current and projected needs.
- Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development.
- Upgrades system and corrects errors to maintain system after implementation.
- Assists in the resolution of work problems related to flow charts, project specifications, or programming.
- Prepares time and cost estimates for completing projects.
- Directs and coordinates work of others to develop, test, install and modify programs.

SUPERVISION RECEIVED:

Reports directly to the Director of Information Technology.

SUPERVISORY RESPONSIBILITIES:

No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Bachelor's degree in Business or Management Information Systems or other appropriate discipline plus 3 to 5 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; the noise level in the work environment is usually moderate. The employee is frequently required to drive.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.