



MANAGEMENT INFORMATION SYSTEMS ANALYST/APPLICATIONS SUPPORT

Job Code: 210ABE
Bargaining Unit: 06
Effective Date: 10/9/1998

Description of Work

General Statement of Duties

Responsible for support of the district's client-server information system(s), team participation in the design and implementation phases of information systems, data conversion from existing mainframe system to Oracle databases, programming support for interfaces from client-server system(s) to/from other information systems, and support of end-users of the software.

Supervision Received

Works under the general direction of a department head or unit supervisor.

Supervision Exercised

May exercise close technical supervision over lower level management information systems (MIS) personnel.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

1. Writes programs to exchange data between different database systems. Data needs are related to the financial, human resource, or student information querying and reporting needs of district and involves data mapping and identification of database structures to ensure accurate data migration.
2. Meets with district personnel and/or consultants to define system specifications for district and/or department information systems projects. Uses in-depth knowledge of applications and information systems to assist end-users in designing options for new systems.
3. Develops project plans, flow charts, and documentation for both processes and application programs. Uses variety of tools to integrate information sources and schedules.
4. Maintains support role for all end-users of client-server applications and other database applications, including one-on-one assistance, documentation, and training. Serves as the application expert for information systems supported by MIS department.
5. Writes programs to manipulate data, generate reports, setup interfaces, and import/export data. Utilizes a variety of tools to move data between different systems and locations.
6. Evaluates development tools for more efficient usage of existing and desired systems. Makes recommendations to MIS management.
7. Analyzes security needs of production information systems. Designs, implements, and supports security options to ensure access to a system that is secure and reliable.

MANAGEMENT INFORMATION SYSTEMS ANALYST APPLICATIONS SUPPORT

Typical Duties Performed (continued)

8. Evaluates and supports the implementation of distributed access to central information systems from school sites and other remote locations. Work with other MIS staff to integrate information applications in existing network infrastructure.
9. Performs other related duties as assigned.

QUALIFICATIONS

Required

1. Bachelor's degree in computer science, management information systems or a related field and two years of management information systems experience as a systems analyst or in an equivalent position; or two years of post secondary coursework in computer science, management information systems, computer programming or a related field and four years of experience as a systems analyst or in an equivalent position.
2. Programming development experience in a client server or mainframe environment.
3. Extensive testing experience to validate data migrations and database designs.
4. Experience with SQL.
5. Demonstrated success in supporting end-users and in application development and timelines.
6. Ability to effectively evaluate both short term and long-term options in design and implementation of solutions for end-users.
7. Excellent communication skills, both verbal and written

Desirable

1. Participation in major system design/implementation or upgrades.
2. Experience in a Novell environment.
3. Experience with UNIX.
4. Experience with Windows based report writers, Word and Excel.
5. Experience with data extraction, conversion and manipulation.
6. Experience with designing, implementing and administering security for applications.
7. Experience with PeopleSoft and Oracle Financials.
8. Experience in public-sector environment, preferably in human resources or finance.