

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED OCTOBER 2008**  
**RANGE: 58.50**  
**SALARY SCHEDULE: #50**  
**CLASSIFIED**  
**CODE: 1, 8**

### **BUSINESS INFORMATION SYSTEMS ANALYST**

#### **DEFINITION**

Under the direction of the Fiscal Operations Officer, monitor the activities and operations of the KCSOS Data Processing Department; develop modify and implement financial, human resource, and payroll procedures; facilitate communication with other KCSOS departments, school district personnel and other agencies.

Work independently to provide primary business information applications support to all users at KCSOS and its districts, including training, help desk functions, production and technical support.

#### **EXAMPLES OF DUTIES**

Plan and organize the activities and operations of the KCSOS Data Processing Department;

develop, modify and implement administrative data processing systems (i.e. financial, human resource, and payroll) and procedures;

guide the overall migration of the County Office and local districts from legacy QSS applications to the new graphical application environment;

create a Project Plan including major milestones and detailed timetables with delivery dates for business process analysis, system installation, configuration, user training, project meetings, data conversions/interfaces and other project deliverables;

work cooperatively with county and district office staff to identify, analyze and resolve application-based accounting problems and devise automated or manual workarounds as required to maintain the flow of administrative data processing applications and information;

recommend facility and equipment modifications;

monitor application databases and files to meet the operational requirements of the applications software and the information retrieval needs of KCSOS and district staff;

monitor the applications software system and databases in a timely manner and in keeping with the support requirements established by the applications vendor;

develop proposals for the cooperative establishment of compatible systems among local school systems;

develop QSS training curriculum for workshops, in-services, and staff development sessions;

conduct QSS training sessions, workshops, in-services, and other staff development opportunities for "new user" and refresher training purposes;

work cooperatively with third-party vendors and clients to facilitate the correction of business applications system problems and software enhancements;

work cooperatively with CCTC, CSIS, CDE, and other government agencies in the development and deployment of electronic records transfer for local, state and federal reporting requirements.

## **QUALIFICATIONS**

### Knowledge of:

California K-12 accounting principles, school finance, financial information processing, applicable laws, codes, regulations, policies and procedures;

planning, organization and direction of a data processing or information systems department;

department budget preparation and control;

data processing methods as they relate to K-12 database needs and requirements, operating systems, business and student information systems, and networks.

### Ability to:

Stay abreast of trends, innovations and practices in administrative data processing applications and operations;

communicate effectively in public, in conference, and in writing;

prepare a variety of clear and concise reports and presentations;

maintain cooperative inter-departmental and district relations;

analyze, define, and resolve problems and situations quickly by collecting data, establishing facts and drawing valid conclusions;

work effectively with district personnel and other agencies in the development of finance, payroll, human resource, position control, and other related administrative data processing software and functions;

### Experience:

At least three years' experience working in a Data Processing department;

two years' experience working with the hardware environment required to operate QSS/Oasis software systems;

two years' experience managing and operating integrated business and student information software (preferably QSS products such as QSS/OASIS applications or similar business information systems applications);

four years' experience in information systems operations (preferably managing and using the MPE/iX OS, HP-UX, Unix, and/or Linux operating systems).

### Education:

BA or BS degree in management information systems, computer science, business administration, finance, or related field, however, two years relevant work experience in a directly related position may be substituted for each year of post High School education.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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