

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JULY 2020**  
**RANGE: 58.5**  
**CLASSIFIED – OVERTIME EXEMPT**  
**CODE: 2, 6**

**CSIS BUSINESS ANALYST**  
**(California School Information Services)**

**DEFINITION**

Under general supervision, the CSIS Business Analyst will carry out tasks necessary to capture and manage changing and emerging requirements for the state longitudinal student data system and FCMAT/CSIS services.

Responsible for eliciting, analyzing, documenting, tracking, and disseminating requirements from both internal and external sources.

**EXAMPLES OF DUTIES**

Assess state and local education agency (LEA) needs for information system requirements and business processes;

elicit requirements using established techniques including but not limited to interviews, document analysis, requirements workshops, storyboards, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, workflow analysis, and/or viewpoints;

decompose high-level business and user requirements into functional requirements; define quality attributes, external interfaces, constraints, and other nonfunctional requirements; document business rules, functions and requirements;

translate business needs into requirements documents and organize/present documentation in a manner that helps resolve outstanding questions and elicit additional requirements; write requirements specifications according to standard templates using natural language that is simple, clear, unambiguous, and concise;

conduct change impact analysis to assess the potential implications of changes; analyze the feasibility of, and develop requirements for, new systems and enhancements to existing systems;

ensure the system design fits the needs of the users (LEAs, internal stakeholders and vendors); assess the needs of vendors working with local education agency data (e.g. student information system vendors and/or assessment vendors) in supporting data sharing between local systems and state systems or the FCMAT/CSIS applications and help communicate system requirements to vendors;

provide requirements clarifications to developers and/or testers;

serve as a cooperative and contributing member of the FCMAT/CSIS Program team;

complete other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Extract, transform, load processes and reporting structures;

database structures;

In-depth knowledge of state educational and/or local K-12 operations preferred.

Ability to:

Effectively multi-task among multiple complex tasks;

interpret and communicate complex relationships;

gather, analyze, document, and validate the needs of the project stakeholders;

assess the impact of proposed changes on clients;

probe all appropriate sources for relevant information and answers to key questions; demonstrate persistence and skill in gathering information;

evaluate requirements dependencies and create conceptual prototypes and mock-ups;

write requirements, reports, and correspondence, to effectively communicate information to customers, managers, and technical staff;

work in formal organizational structures as well as with flexible teams;

build and manage constructive inter-personal relationships with the FCMAT/CSIS staff, as well as staff and administrators in the California Department of Education, California local education agencies, and other California state agencies;

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

productively facilitate group interactions.

Experience:

Minimum of three (3) years of experience in developing and documenting requirements;

experience should include practice in one or more of the following: designing and/or evaluating complex systems, student information systems operations, data policy analysis.

Education:

Graduation from an accredited four-year college or university required. A major in business, communications, technology, or a related field is preferred.

Work experience resulting in an equivalent knowledge base may be substituted for the degree requirement on a year for year basis.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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 is overtime exempt and has a probationary period of six months.

RT: rn

7/20/2020

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