

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: STUDENT INFORMATION SYSTEMS ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Technology Services Director, configure, maintain, secure, upgrade, backup and recover the District Student Information System (SIS); serve as technical support to faculty, staff, personnel and other SIS users; create and maintain security roles; plan, coordinate and implement mandated State and Federal reporting to final certification.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Configure, maintain, secure, upgrade, backup and recover the District Student Information System (SIS), computer software, equipment peripherals and network infrastructure; create and execute a maintenance plan to backup and perform maintenance tasks on SIS database; update and maintain SIS database application on web servers; assure optimal functionality, security and integrity of SIS database.

Serve as technical support to faculty, staff, personnel and other SIS users to assess, troubleshoot and resolve issues; communicate resolutions to end users; identify problems and generate solutions; troubleshoot SIS internet interfaces as required; communicate with vendors to resolve more complex issues.

Create and maintain security roles; design roles and user profiles and permissions to provide access to SIS; maintain database security and data integrity; identify, maintain, obtain and manage Statewide Student Identifiers (SSID).

Utilize SQL and SQL Server Integration Services to produce queries, forms, reports and import and export data.

Communicate with end users regarding procedural changes, database structure updates, new modules and program enhancement; notify end users of scheduled server maintenance and server availability.

Plan, coordinate and implement mandated State and Federal reporting to final certification; upload and verify data; identify errors and rectify issues and anomalies; assure accuracy of input data; develop, coordinate and implement standards, timelines and procedures to support implementation and certification of State and Federal reporting.

Establish and resolve SIS issues regarding data entry standards; interpret State and Federal mandates, regulations and Education Codes; interpret data collection guidelines, certification reports and District and software policies regarding new user creation and guidelines as required.

Assure quality and effectiveness of systems, process and procedures relating to accurate certification of State-mandated reports; assure accurate data population, uploads, communication and correction

of records; review and analyze results.

Communicate with staff to exchange information, resolve issues or concerns and coordinate activities; assist staff and others in the proper operation of the system.

Operate a computer and assigned office equipment; troubleshoot equipment or software malfunctions and perform minor maintenance as needed.

**OTHER DUTIES:**

Perform other duties as assigned related to job description.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Student information system, spreadsheet and data processing systems.

State and Federal reporting requirements.

Electronic components including hardware, software, firmware and middleware.

Antivirus and other network security programs and functions.

Operation of a computer and assigned software.

Operation of a variety of standard office equipment.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, punctuation, spelling and grammar.

Statistical record-keeping and report-writing techniques.

**ABILITY TO:**

Configure, maintain, secure, upgrade, backup and recover the District SIS.

Serve as technical support to faculty, staff, personnel and other SIS users.

Create and maintain security roles.

Configure peripherals for wireless data entry systems.

Provide training to end users.

Assure accuracy of data input and management.

Manage the accuracy of the database to compile statistical reports.

Establish and maintain cooperative and effective working relationships with others.

Prepare comprehensive statistical reports.

Prioritize and schedule work.

Meet schedules and time lines.

Verify accuracy of data input and output.

Drive a vehicle to conduct work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or high school equivalency and four years experience operating a comprehensive database system.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reclass 10/18