Classification Title: Assistant Business Systems Analyst

Department:	Multiple	**EEO6 Code:**	5
Employee Group:	Classified	**Salary Grade:**	33
Supervision Received From:	An Assigned Administrator or Supervisor	**Date of Origin:**	9/2016
Supervision Given:	General Supervision	**Last Revision:**	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists in the evaluation, design, development, testing, implementation, documentation and maintenance of computer system applications specific to an assigned module of the District's enterprise system; provides technical support to end users on the use of applications; produces a variety of reports.

DISTINGUISHING CHARACTERISTICS.

The Assistant Business Systems Analyst is distinguished from the Business Systems Analyst by the former's responsibility for assisting the Business Systems Analyst with various business systems processes and with user training, while the latter position is responsible for creating and maintaining efficient business processes using the College's enterprise system.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Works with Business Systems Analysts and Application Developers in providing assistance for testing, development and implementation of computer system applications specific to an assigned department.

2. Assists in reviewing and analyzing systems problems including documentation and production output to identify solutions and make appropriate referrals.

3. Trains users on systems processes specific to business areas; writes or participates in the preparation of user documentation, written procedures, training guides, manuals and materials for users and support staff; meets with users to provide information on systems changes and addresses questions or issues; instructs users on the setup and execution of specific processes.

4. Creates and modifies queries for extracting data; maintains and processes electronic report requests; creates batch files used in transmitting and receiving data from outside agencies and students including the Institutional Student Information Report (ISIR) with the U.S. Department of Education.

5. Updates and maintains electronic communications with system users; creates various notification letters and electronic notices; runs weekly processes for identifying and resolving user issues; analyzes information records in determining load status; runs various PeopleSoft reports.

6. Maintains and processes all student financial aid disbursements and report queries; reconciles the District's fiscal data involving student funds with various outside entities.

7. Coordinates with third-party services and programmers to design, implement and maintain the District's scholarship database.

Marginal Functions:

1. Participates in PeopleSoft project team activities, tasks and meetings.

2. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information systems.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasing responsible computer-related experience involving information systems analysis and troubleshooting large, complex software applications.

Education/Training: Equivalent to the completion of the twelfth grade supplemented by one year of college-level coursework from an accredited college or university in business applications, computer science, information systems or a related field.

Knowledge of:

1. Business processes and functionality of enterprise business systems.

2. Methodologies for developing technical and user documentation and user training materials.

3. Practices and techniques of training, particularly as related to computer software and applications.

4. Operational characteristics of various computer hardware, programs and software packages.

5. Basic database management principles and concepts.

6. Methods and techniques of developing reports using enterprise business systems.

7. Principles and practices of sound business communications.

8. Pertinent federal, state and local codes, laws and regulations.

9. General processes and procedures related to colleges and universities.

Skill in:

1. Providing functional support for the implementation and maintenance of various software applications.

2. Reading, interpreting and explaining technical information on systems processes to non-technical audiences.

3. Developing and conducting effective training programs on a variety of technology issues for diverse audiences.

4. Responding to user needs and determining resolutions.

5. Detecting, isolating and resolving applications problems.

6. Creating and generating various reports, charts and other materials.

7. Communicating clearly and effectively, both orally and in writing.

8. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

9. Establishing and maintaining effective working relationships with those contacted in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works primarily in a computer environment amid noise, some dust and regular exposure to video screens, electrical and electronic equipment.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands repetitively to operate computers and standard business equipment; close visual acuity to view computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.