

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE SYSTEMS ANALYST I ADMINISTRATIVE SYSTEMS ANALYST II

*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 within the job.*

SUMMARY DESCRIPTION

Under direction, provide technical administration, supervision, and support of major administrative computing systems operated by the District; and enhance the utilization of various systems and computer applications.

DISTINGUISHING CHARACTERISTICS

Positions in this series may be assigned a variety of duties from among those listed in the Representative Duties section or a combination of those and other related work functions. Duties include both support functions and primary lead responsibilities. The class titles within the series are not interchangeable; each class title requires a particular level of responsibility, independent initiative, and qualifying experience.

Administrative Systems Analyst I - The Administrative Systems Analyst I is assigned substantial responsibility for systems analysis, oversight, and technical administration. Positions in this classification require knowledge of the District's major administrative applications and operating systems, business practices, computer operations practices, and related data communications systems. The Administrative Systems Analyst I may be assigned significant responsibility for administering major administrative systems and commercial applications. This position also may include lead responsibility for well-defined technical projects of limited scope. The Administrative Systems Analyst I is expected to resolve most technical problems on his/her own initiative, while major problems are solved after consultation with a Senior Programmer Analyst or management staff.

Administrative Systems Analyst II - The Administrative Systems Analyst II is assigned the highest levels of responsibility for systems analysis, oversight, and technical administration and performs these tasks autonomously. This position requires extensive and comprehensive knowledge of the District's major administrative applications and operating systems, business practices, computer operations practices, and related data communications systems. The Administrative Systems Analyst II is assigned primary lead responsibility for administering major administrative systems and commercial applications, performing these responsibilities with limited coordination. This position also may include lead responsibility for major technical projects of broad scope. The Administrative Systems Analyst II is expected to resolve nearly all technical problems on his/her own initiative, though consultation with a Senior Programmer Analyst or management staff is appropriate for exceptional problems.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide technical administration of major commercial applications and administrative systems, including system planning, implementation analysis, testing, debugging, and enhancement planning.

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2. Perform complex systems analysis tasks required to administer and maintain commercial applications systems acquired by the District, including problem definition, analysis, and solution planning.
3. Develop specifications for reports, extensions, and interfaces to enhance commercial applications systems acquired by the District.
4. Test, correct, and verify administrative system performance and accuracy; correct inaccuracies or design methods to permit users to make corrections; recommend operational procedures or system configurations to ensure system accuracy.
5. Analyze and troubleshoot administrative system problems and malfunctions related to the District's administrative systems; resolve functional problems or assist vendors' representatives in the resolution of these problems.
6. Perform technical research concerning functional capacities of commercial applications and administrative systems; make recommendations concerning system configuration, optimum use, and District business processes.
7. Provide technical support of administrative systems for users; coordinate system set up, configuration, periodic processes, and technical user tasks.
8. Write documentation, including system, operations, and user-level documents; assist users in the development of departmental procedures, process instructions, and instructional documents.
9. Analyze and compare administrative system capabilities when software upgrades occur to train end users.
10. Provide field liaison service to administrative system users, including periodic visits to users' offices, appraisal of users' needs, problem analysis and referral, troubleshooting, technical assistance, and informal training.
11. Conduct orientations, training sessions, and workshops on operation of the District's administrative systems and related business procedures.
12. Learn and use new technologies required to remain current in the field.
13. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. College administrative applications, business practices, information services, systems analysis, and computer operations.
2. Problem definition and systems analysis, design and evaluation.
3. Relational database systems and concepts, the SQL query language and report writers, and transaction processing concepts and methods.
4. Principles and methods of client-server systems and web based technologies.
5. Modern computer operating systems and related utilities, including Novell Netware, Unix/Linux, Windows Server, and other modern operating systems and environments.
6. File transfer technologies.
7. Basic principles and methods of data communications, modern computer systems and related peripheral equipment.

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8. Software and process documentation techniques.

Ability to:

1. Analyze technical data and business situations using logical reasoning and problem definition.
2. Problem solve and develop effective plans and system designs.
3. Read, understand, and create technical documentation, systems, and programs.
4. Provide technical coordination for projects.
5. Detect and troubleshoot problems with administrative systems, operational processes, and computer equipment.
6. Use operating system utilities and commands to control computer processes and monitor system performance and status.
7. Adapt to changing technologies and learn functionality of new equipment and systems.
8. Work independently in the absence of supervision.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Administrative Systems Analyst I

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Two years of progressively responsible work experience with college computer applications, including systems analysis and operations.

Administrative Systems Analyst II

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field.

Experience:

Two years of experience comparable to that of an Administrative Systems Analyst I with Chabot-Las Positas Community College District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

1/21/97;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Management Information Systems