



Position/Title: Systems Analyst IV - Developer
Department/School: Learning Technologies
Reports to: Assistant Director, Learning Technologies
Date: March 2017

Function and Purpose of Position

Under the primary direction of the Assistant Director, Learning Technologies, the Systems Analyst IV provides support, configuration, enhancement, development, and implementation in matters related to the Student Information System (PowerSchool) and Financial Information System (Cayenta). The primary role is to support various applications through interaction with business users across the organization.

<p>Activity A: Help to ensure that the Student Information System (PowerSchool) and Financial Business system (Cayenta Financials) are operating in an efficient manner and with the highest possible level of service. Interaction with system users across all business areas including:</p>	40%
<ul style="list-style-type: none">• Coordinate testing of new updates/upgrades, test system portions of the updates and liaise with software companies to correct issues.• Log, input and monitor problem detail information and system service requests in issue management system, including support documentation• Meet the requirements of critical business units in a timely manner• Use software tools or programs to extract and analyze or import and export data• Analyze related SIS and FIS procedures and processes to enhance the level of service or functionality of the related system, making recommendations as needed,• Keep current with all related business rules, apply and follow all related business rules including those that come from the Jurisdiction and Alberta Education• Maintain procedure documentation as required, including security matrix• Prepare and issue system related communications for end users• Work closely with System Analysts in the delivery of production system updates• Create custom applications or customizations for/to the SIS and FIS in order to simplify usability of these business systems to increase productivity of the business system users• Document application business processes, procedures, standards and guidelines.	

Activity B: Modify and maintain the ad hoc report writer and custom web-based pages to allow users to report on information in the SIS and FIS system - create custom reports, liaise with vendor, establish and maintain data dictionaries.

40%

- Analyze, create/modify reports or quick queries to meet business needs
- Meet with business users to determine reporting needs
- Custom web development
- Create custom applications for advanced, dynamic reporting based on business needs

Activity C: Liaise between consultants, schools, departments and central services:

10 %

- Participate in discussions between software consultants and central office staff for SIS, FIS and other software solutions
- Liaise between SIS vendors, FIS vendors and Elk Island Public School staff regarding technical and software issues.
- Liaise with focus groups and provide assistance as needed
- Work with external stakeholders and third party software vendors

Activity D: Work as a team player with other members of Technology Services/ Financial Services/Instructional Services

10%

- Coordinates projects and tasks
- Attend meetings
- Participate in discussions
- Assist in the development of action plans
- Attend seminars, workshops and courses

EDUCATION AND EXPERIENCE

1. Education: A minimum of a Bachelor of Science with a specialization in Computer Science is required or a diploma, in a related field, from a technical institution.
2. Experience:
 - minimum of three years of directly applicable experience or equivalent
 - extensive experience in on-line systems
 - experience in large database applications.
 - experience in microcomputer environments.
 - experience in software implementations.

Equivalencies will be considered.

KNOWLEDGE, SKILLS AND ATTITUDES

- communicate well with all user types and organizational levels
- work independently and complete tasks with minimal direction or supervision
- effectively prioritize tasks in order to complete in a timely manner when there are competing requirements, deadline pressures, or changes in tasks or workload
- efficient multi-tasking skills
- strong Web Programming Skills
- IIS, Java Script, C#, SQL, Visual Basic, Microsoft Visual Studio, HTML, CSS, Excel
- an aptitude for independent learning
- strong troubleshooting skills
- application of programming knowledge in various situations
- Actuate, Cognos, Crystal and SQL reporting skills
- strong knowledge of Oracle, SQL and Access databases
- broad knowledge of computing applications to provide integrated computer solutions to the user community
- ability to communicate technical concepts with users.

DECISION MAKING

- Works with System Analyst VI on the sequencing of tasks and chooses work methods.
- Advises on processes or tools that could be used or created to assist staff in performing their jobs effectively and efficiently
- Resolves unfamiliar situations and problems in a timely manner and consults with the Director as needed

PHYSICAL DEMANDS

Normal office demands – sitting, working at a computer, standing, walking.

WORKING CONDITIONS

Work is located in a comfortable area with little exposure to unpleasant conditions and little physical discomfort. There are frequent interruptions.

The scheduled work hours will vary for this position. The department will determine the required work schedule. Extra work hours, (evenings, weekends) may be required during peak times.

ADDITIONAL INFORMATION

Staff member is required to complete and sign:

- Criminal Record Check
- EIPS Network User Agreement
- Non-disclosure letter
- Staff must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff