



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Business Systems Administrator** FLSA Status: **Exempt**
 Job Family: **Information Technology** Pay Range: **IT90Y**
 Prepared/Revised Date: **September 15, 2017** Job Code: **38014**

SUMMARY: Responsible for ensuring the function, availability, and reliability of the BusinessPlus system. Oversee the testing, implementation, maintenance, documentation, and development of operation and maintenance procedures in collaboration with the district Information Technology department. Create and maintain Finance, Payroll and Human Resource-related reporting solutions to fulfill ongoing data analysis, preparation of reporting requests and inquiries within the BusinessPlus environment. Create reporting solutions using multiple sources and systems, and by manipulating data/information into clear and concise reports. Oversee the testing, implementation, maintenance, documentation, and development of BusinessPlus operational and workflow procedures. Create and maintain all BusinessPlus reports, web applications, interfaces and system integrations. Provide end user support, system/process analysis services, and assist in the resolution of complex technical issues immediately to avoid costly downtime and service outages.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Create and maintain both customized and standardized click-drag-drill reports for Human Resources, Payroll, Finance, Purchasing, Warehouse, and school management, including, but not limited to, fund accounting, position budgeting, position control, contracting, inventory, statistics, retirement and benefits reports.	D	30%
2. Provide training and support related to data, reporting, and processing by District users for BusinessPlus and other technologies.	D	10%
3. Design, create and maintain utility web applications and system integrations.	D	10%
4. Provide business process analysis to determine potential needs and work with internal customers to identify changes or improvements to the functionality and efficiency of daily work processes.	D	10%
5. Create, maintain, and submit the electronic data transfer of all staff information to the Colorado Department of Education. Prepare ad-hoc SQL queries as requested.	D	10%
6. Perform daily system monitoring including verifying the integrity and availability of systems, key processes, and verifying completion of scheduled jobs. Apply system patches and upgrades.	D	5%
7. Perform associated SQL duties such as table creation, SQL updates, and procedure/function creation.	D	5%
8. Create and maintain BusinessPlus workflow models.	D	3%
9. Assist IT staff in monitoring business and human resource-related data for accuracy by identifying data quality problems.	D	3%
10. Collaborate with software engineers, application support specialists, database administrators, and end users to understand and design reporting solutions that support data needs.	D	3%
11. Create and maintain BusinessPlus security models and user security in conjunction with the centralized IT security model.	D	2%



12. Provide assistance to other District departments when needed and aid in coordination with District staff and sites to ensure that data needs are met.	W	4%
13. Document job-specific workflows and processes as well as create and manage documents, procedures and quick guides.	W	2%
14. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Computer Science, Information Systems or related field
- Two to three years of experience in working directly with the major functional business and human resources units and systems of a large private/public business, as well as responding to the specific business management and data analysis issues associated with this environment
- Demonstrated experience performing system analysis duties with complex public sector business software strongly preferred
- Demonstrated experience performing business system analysis and software engineering duties in a large public school district strongly preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Analytical, mathematical, and statistical skills
- Advanced organizational, time management, and attention to detail skills
- Advanced knowledge of fund accounting and school district payroll practices
- Skill in Transact SQL using SQL Server, including producing complex ad-hoc queries and the ability to import and manipulate data
- Knowledge of T-SQL, C#, VBScript, HTML5, CSS3, XML, XSL, JavaScript
- Strong knowledge of Microsoft Office365 Suite, especially Excel, as well as knowledge of SAS and SPSS
- Knowledge of various business intelligence tools, including Power BI
- Knowledge of .NET framework and SQL Server Integration Services
- Knowledge of ASP.NET web forms and MVC
- Knowledge of Windows 7, 8 & 10, Windows Server 8 & 12
- Knowledge of Windows Server Internet Information Services
- Knowledge of systems analysis processes and procedures
- Advanced report writing skills
- Advanced understanding of relational databases
- General project management skills
- General application development skills
- Strong ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to follow written documentation
- Ability to interact professionally with managers, developers, and subject matter experts
- Ability to work independently with minimum supervision as well as work and be a part of a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers and peripherals
- Advanced operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				XX
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	