



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Business Systems Analyst**
 Job Family: **Information Technology**
 Prepared/Revised Date: **December 13, 2018**

FLSA Status: **Exempt**
 Pay Range: **IT95Y**
 Job Code: **32405**

SUMMARY: Responsible for ensuring the function, availability, and reliability of the business systems utilized by the Finance and Human Resources Departments, including but not limited to the Enterprise Resource Planning (ERP) system, application tracking system, performance management system, timekeeping system, and substitute/absence management system. Oversee the planning and coordination of the testing, implementation, maintenance, documentation, and development of operation, maintenance procedures and workflow in collaboration with the District Finance, Human Resource and Information Technology Departments.

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	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. Plan, execute, and coordinate all activities involved in Finance and Human Resources Departments' systems projects. Develop, monitor and review project schedules, create and execute project work plans and revise as appropriate to meet changing needs, requirements and priorities. Work closely with department leadership to develop or update project plans for projects including project deliverables, goals, milestones, objectives, technologies, systems, schedules, project risks, funding, and resources.	D	40%
2. 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. Document job-specific requirements, workflows and processes, develop system workflows, and create and manage related documents, procedures and quick guides.	D	20%
3. Collaborate with the Business Systems Administrator to create and maintain Finance and Human Resource Departments' reporting solutions to fulfill federal and state reporting requirements, ongoing data analysis, preparation of reporting requests and inquiries within the various system environments; create reporting solutions using multiple sources and systems, and by manipulating data/information into clear and concise reports; create and maintain system reports, web applications, interfaces and system integrations; and 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.	D	15%
4. Provide training and support related to data, reporting, and processing by District users for Finance and HR systems.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. 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	5%
7. Communicate and collaborate with the District IT Department to assess the impact of Finance and HR systems and technology projects and ensure systems and practices conform to District IT requirements. Collaborate with software engineers, application support specialists, database administrators, and end users to understand and design reporting solutions that support the departments' needs.	W	5%



8. Plan and implement maintenance actions, contract services, administrative tools and the configuration/addition of new services on an emerging basis.	M	5%
9. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Computer Science, Information Systems or related field
- Five 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
- Skill in Transact SQL using SQL Server, including producing complex ad-hoc queries and the ability to import and manipulate data
- Knowledge of C#, VBScript, HTML5, CSS3, XML, XSL, JavaScript
- Strong knowledge of Microsoft Office365 Suite, especially Excel
- Knowledge of various business intelligence tools, including Power BI
- Knowledge of .NET framework and SQL Server Integration Services
- Knowledge of .NET web forms and MVC
- Knowledge of Windows 10, Windows Server 8 & 12
- Knowledge of Windows Server Internet Information Services
- Knowledge of BusinessPLUS preferred
- Advanced report writing skills
- Advanced understanding of relational databases
- Advanced 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				x
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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate				x
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	