PALO VERDE COMMUNITY COLLEGE DISTRICT
APPLICATION & SYSTEMS ANALYST

NATURE OF THE POSITION
Under the supervision of the Chief Technology Officer (CTO), the Application & Systems Analyst blends responsibilities related to data management and enterprise applications support; works to bridge operational data input functions with improved data extraction capabilities for research and business intelligence; develops and manages database-like environments to support instructional planning and institutional research; develops and executes routines and paradigms to expedite standardized institutional compliance reporting; implements and supports enterprise-wide reporting systems to facilitate the computerized collection, management, manipulation, and distribution of information; provides management and support for reporting applications; and is a cross-functional member of a critical institutional support team.

DUTIES AND RESPONSIBILITIES
1. Performs a variety of technical and complex duties involved in the design and analysis, development, operation, and maintenance of databases, and related applications to meet district needs and provide for system enhancements.
2. Facilitates the computerized collection, management, manipulation, and distribution of data used for analysis and reporting; implements necessary alterations to enhance and assure proper functioning of assigned databases; troubleshoots, diagnoses, and resolves database and application malfunctions.
3. Develops, codes and designs new databases and applications to meet specific data management requirements; participates in testing new applications for effectiveness and compatibility with existing databases; modifies existing databases and applications to improve reporting and record maintenance; resolves system problems and provides support, advice, and assistance; monitors and maintains servers to assure proper functioning of databases and applications.
4. Confers with staff, consultants, and users to determine database and application requirements and implications; assures proper connectivity of databases with system hardware, software, and workstations; researches, evaluates, and provides recommendations concerning the selection of hardware and software including the planning for redundancy and contingency; responds to inquiries, provides technical information, and assists users with resolving system malfunctions.
5. Maintains records related to databases, applications, and assigned activities; writes operational procedures and documentation for databases and applications such as directories, glossaries, cross-reference listings, and data elements as requested; provides protection against unauthorized access, use, modification, and removal of these systems.
6. Coordinates and maintains communication, information, and tracking to ensure that support inquiries are handled efficiently and on a timely basis.

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7. Participates in and supervises the installation, support, and maintenance of software, hardware, applications, and systems for development and production data environments; oversees change management for production, patches, fixes, upgrades, standards, documentation, and security.
8. Participates in business and strategic planning for the department and in the assessment of organizational effectiveness.
9. Innovates and proposes ideas and projects that will benefit the flow of information at the institution.
10. Prepares and delivers formal presentations to inform, educate, and maintain communication with staff, faculty, and administration; provides web-based documentation as appropriate.
11. Assists with the planning, preparation, and administration of department or project budgets.
12. Attends State and national conferences, trainings, and workshops; implements best practices from conferences and trainings.
13. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
1. Well-developed professional knowledge and hands-on experience with practices, procedures, and methods involved in the design, analysis, development, operation, and maintenance of databases and related application support.
2. Experience with the principles, techniques, and complexities associated with database structures, applications, and system capabilities and limitations.
3. Proficient with system tools and utilities for the design and support of various applications.
4. Hands-on experience with computer systems, programming languages, utilities, and applications used within the district such as C++, Visual Basic, SQL, Python, Java, and Web-based reporting technologies.
5. Manipulation of spreadsheets, databases, word-processing, and statistical coding (e.g., R, etc.)
6. Understanding of a range of enterprise reporting systems including Business Objects, Power BI, Tableau, and Microsoft SQL Server.
7. Understanding of common college integrated applications such as eLumen, Starfish, etc.
8. Understanding of the protocols and procedures for setting up new equipment, troubleshooting, and performing routine maintenance.
9. Formal project management and implementation experience, including budgeting.

ABILITY TO:
1. Proactively innovate, propose, and execute new ideas to improve college information services; use independent judgment and refer when appropriate.
2. Operate collaboratively and maintain effective working relationships; approach problems objectively and be a problem solver.
3. Plan, organize, prioritize, and participate in the full range of information services duties with a professional and supportive attitude.
4. Effectively convey technical and non-technical ideas in professional and easy to understand ways to lay audiences using written and interpersonal mediums.
5. Understand and adapt to participatory decision-making paradigms adopted by a public institution.

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6. Understand and adapt to complex standardized reporting paradigms like the California Community Colleges Management Information System.
7. Support information services operations as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major coursework in computer science, information technology, application development, software engineering, or a related field or the equivalent.
2. Three (3) years of experience in information technology, data or database management, or systems and software design.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, sexual orientation, disabilities, and socio-economic backgrounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS
1. Hold and maintain a valid driver's license.

PREFERRED QUALIFICATIONS
1. Experience working in an educational environment.
2. Experience working in a participatory decision-making paradigm in a public institution.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY
1. This is a Classified/Management position.
2. Row 8 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.