



EMPLOYEE NAME: _____

Revised: 1/08; 3/11; 10/12; 4/13; 12/15; 10/17; 6/18;11/20

JOB DESCRIPTION

POSITION TITLE: Application Analyst	JOB CODE: 446M
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Information Systems	WORKDAYS: 238
REPORTS TO: Director, Information Systems	PAY GRADE: Rank M (NT13)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides project and security services for the District; performs security audits as required to ensure proper individual access to District systems.	

REQUIREMENTS:

1.	Educational Level: High School Diploma required; Bachelor’s degree preferred
2.	Certification/License Required: None
3.	Experience: 4 years of experience with student information systems and/or financial information systems or education equivalent in lieu of work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains application security access updates for selected enterprise users within the School District.
3.	Assists with planning, testing and executing application releases.
4.	Prepares, updates and monitors Information System (IS) project plans in Microsoft Project as required.
5.	Builds initial project documentation for IS application projects to include systems guides, application guides and draft user guides in Microsoft Office.
6.	Plans, schedules and prepares project meetings and presentations as directed.
7.	Provides support and assists in routing end-user service requests from the Customer Care Center and Remedy.
8.	Organizes, files and distributes project materials as required.
9.	Serves as contact person for project questions from schools and other departments.
10.	Provides constructive feedback and commitment to continuous improvement.
11.	Provides support and consultative services to the end-user community for IS supported applications.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____