Business Systems Analyst
San Diego Community College District

Job Title	Business Systems Analyst
Department	Business & Technology Services
Institution	San Diego Community College District
	San Diego, California
Date Posted	Jul. 8, 2024
Application Deadline	07/28/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5380135
Apply By Email	

Job Description

Business Systems Analyst

San Diego Community College District

Closing Date: 7/28/2024

Position Number: 00120526

Location: District

Position Type:

Classified

The Position:
Posting Details (Default Section)

Closing Date: 07/28/2024 Open Until Filled No Classification Title Business Systems Analyst Working Title Business Systems Analyst Recruitment Limits Location District Pay Information Range 5 ($7,455.41-$12,144.08) per month based on the 2024 Supervisory and Professional Employees' Association
New employees will begin on Step A ($7,455.41). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable.The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 months Position Number: 00120526 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory & Professional Range 5 Department Business & Technology Services The Position Applications are currently being accepted for Business Systems Analyst in the Finance and Business Services Division, located at the District Admin Office.

Under the direction of the Vice Chancellor or assigned Associate Vice Chancellor, the Business Systems Analyst core responsibilities encompass comprehensive business and systems analyses, project management, with report development and an emphasis on fiscal data analysis, troubleshooting, planning, coordination and training. The Business Systems Analyst will play a pivotal role in improving the quality of fiscal reporting and data analysis for both the department, divisions and campus business offices and departments, as well as ensuring data integrity across the district. They will collaborate with staff, managers, administrators, and Information Technology professionals to perform complex business and systems analyses of the District's enterprise system, PeopleSoft.

Hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. The selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click **here** for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications

- A combination of training and experience equivalent to a bachelor's degree from an accredited college or university with coursework in business applications, computer science, information systems, or a related field.
- Three to five years of increasingly responsible experience involving information systems analysis, including advising clients on technology solutions, conducting business process analysis, and troubleshooting large, complex software applications.
- Knowledge of and experience in the PeopleSoft financials.

Experience:

- Interpreting and ensuring adherence to state and federal regulations and policies with regard to fiscal reporting requirements.
- Writing SQL queries and reports.
- Knowledge of and experience in PeopleSoft Campus Solutions and HCM.

Ability to:

- Perform complex cross-departmental functional analysis of the PeopleSoft financial management module to solve procedural, operational, and technical problems.
- Develop business process modifications and determine strategic solutions.
- Provide technical support and expertise for the financial management module, including troubleshooting and resolving application or database problems.
- Develop and compose procedures, user manuals, and training material to maintain consistency of system use throughout the District.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services **(NACES)** or Academic Credentials Evaluation Institute, INC.**(ACEI)**. A copy of the evaluation must be submitted with your on-line application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to

and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) References included within the online application.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

Business Systems Analyst
San Diego Community College District

EMPLOYMENT AFTER RETIREMENT
If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the **CalPERS** or **CalSTRS** website for further information. Additional Information: **EMPLOYEE BENEFITS**
SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01628

Major Responsibilities:

Qualifications:

Desired Qualifications:

- A combination of training and experience equivalent to a bachelors degree from an accredited college or university with coursework in business applications, computer science, information systems, or a related field.
- Three to five years of increasingly responsible experience involving information systems analysis, including advising clients on technology solutions, conducting business process analysis, and troubleshooting large, complex software applications.
- Knowledge of and experience in the PeopleSoft financials.

Experience:

- Interpreting and ensuring adherence to state and federal regulations and policies with regard to fiscal reporting requirements.
- Writing SQL queries and reports.
- Knowledge of and experience in PeopleSoft Campus Solutions and HCM.

Ability to:

- Perform complex cross-departmental functional analysis of the PeopleSoft financial management module to solve procedural, operational, and technical problems.
- Develop business process modifications and determine strategic solutions.
- Provide technical support and expertise for the financial management module, including troubleshooting and resolving application or database problems.
- Develop and compose procedures, user manuals, and training material to maintain consistency of system use throughout the District.

Licenses:

Pay Information:
Range 5 ($7,455.41-$12,144.08) per month based on the 2024 Supervisory and Professional Employees Association
New employees will begin on Step A ($7,455.41). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable.The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic

backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business & Technology Services
San Diego Community College District

,