

**Business Systems Analyst
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

Job Title Business Systems Analyst
Department Educational Services
Institution San Diego Community College District
San Diego, California

Date Posted Jul. 12, 2024

Application Deadline 07/18/2024
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/5418081>

Apply By Email

Job Description

Image not found or type unknown



**Business Systems Analyst
San Diego Community College District**

Closing Date: 7/18/2024

Position Number: 00120146

Location: District

Position Type:

Business Systems Analyst San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

Classified

The Position:

Posting Details (Default Section)

Closing Date: 07/18/2024 Open Until Filled No Classification Title Business Systems Analyst Working Title 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: 00120146 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory & Professional Range 5 Department Educational Services The Position Applications are currently being accepted for Business Systems Analyst in the Educational Services Division's Student Services department, located at the District Admin Office. 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 **Knowledge of:**

- PeopleSoft Campus Solutions.
- One or more student services functions, including academic advising, registration, or student records.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Laws, codes, regulations, and policies related to specialty areas.
- Modern office practices, procedures, and equipment, including computer hardware and

Business Systems Analyst San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

software.

- Principles, practices, methods, and terminology used in assigned functional areas.
- Research methodology, statistical analysis, report preparation, and presentation.

Skills and Abilities to:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Conduct research studies, analyze facts and data, develop recommendations, and prepare written reports.
- Create and develop queries and reports from a student information system.
- Develop documentation and provide training to other district staff.
- Develop procedures and user manuals.
- Establish and maintain effective working relationships with others.
- Exercise independent judgment in assigned areas of responsibility.
- Interpret, explain, and apply laws, rules, policies, and procedures.
- Learn various information and administrative systems.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan and organize work.
- Work independently with little direction.
- Troubleshoot system issues, provide analysis, and recommend fixes.

Training and Experience to:

- Three to five years of increasingly responsible experience involving information systems analysis, including advising clients on technology solutions and conducting business process analyses, and troubleshooting large and complex software applications.

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 online 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

**Business Systems Analyst
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

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 the online application;
2. Cover letter, not to exceed two pages, addressing your background and experience as they relate to the desired qualifications;
3. Resume; AND,
4. Three (3) professional references.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photos, articles you've written, etc). Please only upload the requested documents using respective document name labels. Unless specifically requested within this posting, uploading extraneous materials 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

**Business Systems Analyst
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

located at the District Administrative Offices.

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 CL01676

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge of:

- PeopleSoft Campus Solutions.
- One or more student services functions, including academic advising, registration, or student records.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Laws, codes, regulations, and policies related to specialty areas.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Principles, practices, methods, and terminology used in assigned functional areas.
- Research methodology, statistical analysis, report preparation, and presentation.

**Business Systems Analyst
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

Skills and Abilities to:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Conduct research studies, analyze facts and data, develop recommendations, and prepare written reports.
- Create and develop queries and reports from a student information system.
- Develop documentation and provide training to other district staff.
- Develop procedures and user manuals.
- Establish and maintain effective working relationships with others.
- Exercise independent judgment in assigned areas of responsibility.
- Interpret, explain, and apply laws, rules, policies, and procedures.
- Learn various information and administrative systems.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan and organize work.
- Work independently with little direction.
- Troubleshoot system issues, provide analysis, and recommend fixes.

Training and Experience to:

- Three to five years of increasingly responsible experience involving information systems analysis, including advising clients on technology solutions and conducting business process analyses, and troubleshooting large and complex software applications.

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

**Business Systems Analyst
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239461>

Downloaded On: Jul. 16, 2024 3:55pm

Posted Jul. 12, 2024, set to expire Jul. 18, 2024

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

Educational Services
San Diego Community College District

,