

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

Direct Link: <https://www.AcademicKeys.com/r?job=249581>

Downloaded On: Nov. 28, 2024 3:32pm

Posted Nov. 26, 2024, set to expire Dec. 16, 2024

Job Title Business Systems Analyst
Department People, Culture, & Tech Services
Institution San Diego Community College District
San Diego, California

Date Posted Nov. 26, 2024

Application Deadline 12/16/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Business Systems Analyst

San Diego Community College District

Closing Date: 12/16/2024

Position Number: 00120250

Location: District

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 12/16/2024 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 current [Supervisory & Professional Administrators' 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 Position Number: 00120250 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory Range 5 Department People, Culture, & Tech Services The Position Applications are currently being accepted for a Business Systems Analyst in the People, Culture, and Technology Services Division located at the District Office. Hours are Monday through Friday, 8AM to 5PM. 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 This particular assignment is located in the People, Culture, and Technology Services Department. The position is responsible for assisting the Human Resources Division with the coordinating, planning, designing, configuration, troubleshooting, and ongoing maintenance of the District's PeopleSoft Human Capital Management enterprise system and in conjunction with the other cross-pillar systems. Qualifications include:

- Demonstrated knowledge of applicable sections of California Education Code and other local, State, and federal laws.
- Demonstrated knowledge of complex higher education integrated information systems.
- Demonstrated knowledge of a wide variety of Human Resources policies, practices, and

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procedures.

- Demonstrated knowledge of advanced research methodology, statistical analysis, report preparation, and presentation
- Demonstrated ability to analyze situations accurately and adopt an effective course of action.
- Demonstrated ability to conduct research studies, analyze facts and data, develop recommendations, and prepare written reports.
- Demonstrated ability to develop procedures and user manuals and provide training to other district staff.
- Demonstrated ability to establish and maintain effective working relationships with others
- Demonstrated ability to interpret, implement and explain collective bargaining agreements, policies, procedures, rules, and regulations.
- Any combination of training and experience equivalent to: bachelor's degree from an accredited college or university with coursework in business applications, computer science, information systems, or related field and 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, complex software applications. Knowledge of and experience in PeopleSoft Human Capital Management, Finance, and Campus Solutions modules is required.

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 consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

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1. Complete online application; AND,
2. Three (3) professional references listed within the application.
3. Graduate and undergraduate transcripts (Optional).
4. Foreign Degree Evaluation (Required if applicable).

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.

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 CL01731

Major Responsibilities:

Qualifications:

Desired Qualifications:

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Licenses:

Pay Information:

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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

People, Culture, & Tech Services
San Diego Community College District