

Technical Analyst  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250732>

Downloaded On: Dec. 21, 2024 12:22am

Posted Dec. 20, 2024, set to expire Jul. 1, 2025

<b>Job Title</b>	Technical Analyst
<b>Department</b>	Information Technology
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Dec. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5883924">https://apptrkr.com/5883924</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Technical Analyst**

**San Diego Community College District**

**Closing Date:**

**Position Number:** 011829

**Location:** District

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: Open Until Filled No Classification Title Technical Analyst Working Title Technical Analyst- Financial Aid Recruitment Limits Location District Pay Information Range 4 (\$7,016.86 - \$11,429.72) per month based on the current [Supervisory & Professional Administrators' Association](#). New employees will begin on step A (\$7,016.86). 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: 011829 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory & Professional Range 4 Department Information Technology The Position Applications are currently being accepted for Technical Analyst position in the IT Applications Programming team, located at 9315 Hillery Drive, San Diego, CA 92126. Hours are 8 a.m. to 5 p.m. 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 Recent, broad and extensive experience in the following areas:

- At least 5 yrs. working as a Technical Analyst, Systems Analyst, Technical Liaison, or Business Analyst supporting a higher education ERP/SIS Financial Aid module, preferably in PeopleSoft.

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- Knowledge of ERP process scheduling, jobs, job sets, and run controls.
- Basic understanding of other ERP/SIS modules/processes such as bio/demo, enrollment, student financials, and financial aid related financials.
- Basic Understanding of Financial Aid regulations, Federal Student Aid and California Student Aid Commission.
- At least 2 yrs. working with various database management systems and ability to map data conversion requirements, including working with SQL data and writing queries in SQL and other query tools such as PeopleSoft Query.
- Working with end user department staff to identify and write detailed functional specifications and test plans and executing the tests/test scripts.
- Managing projects and writing and maintaining project plans in Microsoft Project, JIRA, or similar tool.
- Maintain work lists and project plans and provide weekly reports to managers and end-user departments.
- Respond to inquiries from primary department of support, end-user departments, and/or external agencies

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- Create and maintain business process documentation and training materials.
- Understanding Microsoft Office Suite with advanced knowledge of Excel.

### Training and Experience:

- Any combination of training and experience equivalent to a bachelor's degree.
- Equivalent experience should include a minimum of 3 years PeopleSoft or ERP experience.

**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.

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

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6. Foreign Degree Evaluation (Required, if applicable).

Tentative Timeline (Subject to Amendments) **Position is open until filled.**

**First round of screenings:** January 07, 2025

To be considered for the first round of screenings please submit your application by Monday, January 06, 2025, 11:59PM. 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 CL01736

**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

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- Basic Understanding of Financial Aid regulations, Federal Student Aid and California Student Aid Commission.
  
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Training and Experience:

- Any combination of training and experience equivalent to a bachelor's degree.
- Equivalent experience should include a minimum of 3 years PeopleSoft or ERP experience.

Licenses:

**Pay Information:**

Range 4 (\$7,016.86 - \$11,429.72) per month based on the current [Supervisory & Professional Administrators' Association](#). New employees will begin on step A (\$7,016.86). 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



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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

Information Technology  
San Diego Community College District

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