Technical Analyst
San Diego Community College District

Job Title	Technical Analyst
Department	District
Institution	San Diego Community College District
	San Diego, California
Date Posted	Jan. 20, 2025
Application Deadline	02/06/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5938196
Apply By Email	
Job Description	

Image not found or type unknown

Technical Analyst

San Diego Community College District

Closing Date: 2/6/2025

Position Number: 011827

Location: District

Position Type:

Classified

The Position:
Posting Details (Default Section)

Closing Date: 02/06/2025 Open Until Filled No Classification Title Technical Analyst Working Title Technical Analyst - Finance 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.O FTE No. Months: 12 months Position Number: 011827 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory & Professional Range 4 Department People, Culture, & Tech Services The Position Under the direction of the respective Manager of Applications Development, this position's primary duties are to use systems analysis techniques to work with the business departments to identify computer programs and systems functional specifications, provide technical guidance and assistance working with the business departments to identify data and application problems; documents requirements for application enhancements or fixes, develops project plans and work tasks, develops test plans, performs program testing and training; and develops end-user documentation using standard system analysis techniques and procedures, develops, documents and modifies computer programs and systems based on specifications required by the District.

Distinguishing Characteristics
This position is responsible for the more complex and difficult aspects of a specific technical area of computer systems and programs and is the primary technical contact for planning, coordinating and reporting the progress of technical work and projects for the end user departments. This position requires considerable knowledge of the District's functional business units and job functions, as well as the administrative systems technical architecture, security and data models. This class often performs work independently and has the authority to make commitments and take responsibility for such decisions related to the specifications required by the District for computer programs and systems as

Technical Analyst
San Diego Community College District

well as the development, analysis, testing and modification of computer programs and systems.

Example of Duties:

- Diagnose and resolve data and application issues with both the IT technical staff and the end user departments and utilize systems analysis techniques to determine the specifications required by end-user departments for computer systems and programs.
- Assist clients with developing functional and technical requirements for computer program and systems fixes and enhancements. Develop test plans, coordinate test data and manage the implementation of software programs and application changes and computer system enhancements.
- Works with end user departments to document functional requirements for computer program and system fixes and enhancements and then develops technical specifications for the programming staff.
- Develops test plans and computer programs, systems and application documentation for end users and technical staff and provide end user training as necessary.
- Maintain work lists and project plans and provides weekly reporting to managers and end user departments.
- Responds to inquiries from primary department of support, end user departments and/or external agencies.
- Maintains effective working relationships with vendors, client administrators, and IT staff and meets with each on a regular basis to ensure work progress and identify any issues or impediments as early as possible that need to be escalated for resolution.
- Oversee all federal, state, county, city or business entity data transfers and reporting; manage and provide status reporting for all mandated and State Chancellor's office data submission tasks and assignments; communication with system owners and management on reporting and data submission activity.
- Performs other related duties as assigned.

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:

- Working as a Technical Analyst, Systems Analyst or Technical Liaison supporting a higher education Finance system such as Datatel Colleague Finance System or other similar system.
- Working with end user department staff to identify and write detailed functional specifications and test plans.
- Working with various database management systems and able to map data conversion requirements, including working with SQL data and being able to write SQL queries.
- Working with programming staff and writing detailed programming specifications and performing pre-client testing of application changes.
- Managing projects and writing and maintaining project plans in Microsoft Project or similar tool.
- Understanding Microsoft network folder security and working with programming staff to FTP files to secure locations.
- Understanding Microsoft Office Suite with advanced knowledge of Excel.

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 the online application;
2. Resume; AND,
3. Three (3) Professional References.

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 CL01741

Major Responsibilities:

Qualifications:

Desired Qualifications:
Recent, Broad and extensive experience in the following areas:

- Working as a Technical Analyst, Systems Analyst or Technical Liaison supporting a higher

education Finance system such as Datatel Colleague Finance System or other similar system.
- Working with end user department staff to identify and write detailed functional specifications and test plans.
- Working with various database management systems and able to map data conversion requirements, including working with SQL data and being able to write SQL queries.
- Working with programming staff and writing detailed programming specifications and performing pre-client testing of application changes.
- Managing projects and writing and maintaining project plans in Microsoft Project or similar tool.
- Understanding Microsoft network folder security and working with programming staff to FTP files to secure locations.
- Understanding Microsoft Office Suite with advanced knowledge of Excel.

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 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.

Technical Analyst
San Diego Community College District

Contact Information

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

Contact

District
San Diego Community College District

,