

Technical Analyst
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255413>

Downloaded On: Apr. 5, 2025 10:39pm

Posted Apr. 4, 2025, set to expire Apr. 25, 2025

Job Title	Technical Analyst
Department	People, Culture, & Tech Services
Institution	San Diego Community College District San Diego, California
Date Posted	Apr. 4, 2025
Application Deadline	04/25/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Technical Analyst

San Diego Community College District

Closing Date: 4/25/2025

Position Number: 011827

Location: District

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 04/25/2025 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: 1.0 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 Manager of Applications Development, this position's primary duties are to provide technical support and analysis of PeopleSoft Financials applications; document requirements for application enhancements or fixes; track projects; maintain test scripts; perform program testing and training and develop end-user documentation.

Distinguishing Characteristics

This position 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 financial modules such as general ledger, accounts payable, procurement, and asset management, as well as Peoplesoft technical architecture, security and data models. The work is often performed independently.

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 PeopleSoft Financial applications.
- Assist stakeholders with developing functional and technical requirements for systems fixes

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and enhancements. Develop test plans, coordinate test data and manage the implementation of software programs and application changes and computer system enhancements. Maintain test scripts and plans as required.

- Maintain work lists and project plans and provide weekly reporting to managers and end user departments.
- Respond to inquiries from key stakeholders and departments, end users and/or external agencies.
- Perform data analysis, queries, and reporting using PeopleSoft Query, SQL, and related tools.
- Help manage PeopleTools and PUM updates.
- Maintain effective working relationships with vendors, administrators, and IT staff and meet regularly to ensure work progress and identify any issues or impediments that need immediate resolution.
- Perform 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 PeopleSoft ERP.
- 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 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.

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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) First Round Interviews: Mid May, 2025

Second Round Interviews: End of May, 2025

Start Date: June 16, 2025

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.

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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:

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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

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