

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Business Systems Analyst	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director of Business Systems	<b>Pay Range:</b>	838
<b>Dept./School:</b>	Management Information Systems	<b>Date Revised:</b>	5/9/2022

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**Primary Purpose:**

Provide application design, business process improvement, system testing, training, documentation, report development, integrations, data cleanup, and data and systems analysis for various financial and/or human resources applications. Provide expertise and project management for district business applications and technology decisions.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in Computer Science or a related field preferred

Certifications in ITILv4, PMP, and Microsoft Technology Stack preferred

**Special Knowledge/Skills:**

Knowledge and experience with K12 enterprise resource planning (ERP) and business applications, including HR and Finance modules

Strong analytical skills. Demonstrated ability to facilitate system reviews, conduct business process analysis, and conduct functional gap analysis

Strong technical skills. Applications development experience a plus, along with experience integrating data across various platforms

Knowledge and experience with Systems Development Life Cycle (SDLC) and Agile methodologies

Knowledge of database management tools and activities

Skill in business process, system, and data analysis

Skill in application, security, and workflow administration for enterprise business applications

Skill in the use of complex report writing tools (Crystal, Jasper, SSRS)

Skill in data integrations, conversions, and clean up

Excellent interpersonal, verbal and written communications skills

Ability to develop and maintain effective working relationships

Ability to handle multiple and changing priorities efficiently and effectively

**Job Title:** Business Systems Analyst

**Experience:**

Five years of experience as a Systems Analyst/Developer supporting ERP systems and business applications.

**Major Responsibilities and Duties:**

Implement and maintain assigned business applications and provide specialized expertise and support to ensure those applications meet the instructional, operational, and informational needs of the district

Utilize critical thinking skills to consider stakeholder requests and ask probing questions until the real need is surfaced and understood

Utilize problem-solving skills to facilitate a shared understanding of the problem, the possible solutions, and the technical challenges in order to lead the team to the best solution

Utilize exceptional writing skills to clearly and concisely document complex product functionality and explain technical concepts

Exercise superior communication skills to present effectively to diverse audiences, participate in and/or moderate working meetings, ask good questions, and listen to and absorb responses

Coordinate operational tasks, projects, and software implementations by creating and executing project work plans and specifications, conducting and documenting meetings, and performing needs assessments

Manage, identify, and resolve issues, communicate status and milestone reporting, coordinate application development activities, and transition users into new and upgraded applications

Conduct post-activity examinations of processes and projects to determine opportunities for improvement

Perform detailed business process analysis. Identify best practices needed for business process enhancement

Utilize critical thinking skills for refining business processes for efficiency and ROI

Evaluate the functionality of the applications and recommends solutions that meet business needs

Create or develop queries and reports using reporting tools

Develop procedures and performs user level acceptance, data migration, and data conversion testing

Test patches, upgrades, new releases, and reports before approving migration to the production environment

Provide post-production support for all deployed modules in responsible area

Work with developers and vendors to troubleshoot and resolve application issues and ensure optimum performance

Develop and delivers end-user training for appropriate application modules

Demonstrate a strong customer service orientation and a desire to help others

Establish and maintain a high level of customer trust and confidence in the team's knowledge of and concern for educational and business needs

**Job Title:** Business Systems Analyst

Perform R&D, remain knowledgeable of emerging trends in technology, and keep abreast of innovative practices

Attain and keep current, relevant technology certifications

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform special projects, after-hours support and upgrades, and other duties as assigned.

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent districtwide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, \_\_\_\_\_ Compensation Coordinator      **Date:** 5/9/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_