



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: Analyst I, Senior Programmer Student Information Systems	Last Revised/Approved: <i>12/2018</i>
Job Code: 1631	Reports To: <i>Manager II, Sch Technology Support</i>
Office: <i>Office of Human Resources</i>	Department: <i>Technology</i>

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

This position utilizes specialized knowledge of software & systems components and applies knowledge and skills in problem solving, implementing configuration changes, including technical expertise in assigned systems at the senior level. Analyzes, documents, installs, and maintains applications, software and systems.

Essential Functions:

- Performs detailed analysis and design of new and existing systems by working closely with project leaders and end users. Investigates project requests to determine exact requirements of users.
- Designs, writes, tests, documents and implements new and existing computer software in accordance with the division's project management methodology and quality assurance standards.
- Under the direction of the project leader, meets with user department personnel to assist with decision making, problem resolution and training.
- Learns new development tools and application development software products and maintains familiarity with existing application languages. Participates in professional training activities as directed. Stays current on appropriate hardware and software technology and stays informed of automation needs in user departments.
- Design, develop, test and debug code to implement and maintain new data analytics applications or application components in Commercial Off the Shelf Applications or in custom-developed applications, alike, including-business logic, queries, or stored procedures.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's degree in Computer Science, Management Information Systems, Technology or related field required.
- A combination of education and experience may be substituted in lieu of degree.

Experience Requirements:

- Five years of technical work experience in programming and analysis.

Knowledge, Skills and Abilities:

- MVC .NET experience with VB or C#, creating web applications.
- Microsoft SQL Server (2012+), including experience with SSIS and SSRS.
- Experience with Infinite Campus or a Student Information System is desired, but not required. K-12 experience is a plus.
- Effective oral and written communication and presentation skills are essential.
- Skill at organizing resources and establishing priorities.
- Must be self-directed.
- Excellent teamwork skills are essential.
- A demonstrated ability to work well with external customers, departmental staff, other central office departments and school staff is required.
- Must have excellent planning and organizational skills.
- Must be able to manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports.
- Knowledge and understanding of current technology issues and future trends.
- Demonstrated ability to apply computer technology in the performance of duties.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.