

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description**

TITLE:	Business Systems Administrator	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	9896	WORK YEAR:	12 Months
DEPARTMENT:	Technology Services	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Director III, Student and Data	HR APPROVAL:	5-23-23
		CABINET APPROVAL:	5-22-2023
		BOARD APPROVAL:	6-20-2024

BASIC FUNCTION:

Serve as technical business systems administration expert; coordinate finance information system development and installation, implementation, administration, development system updates, manage system internal controls, and business support of the district’s systems, applications and tools, databases, reporting, and related operating systems; responsible for the selection, development, deployment, utilization, access, integrity, and monitors and performs complex work in the development, control and analysis of district’s enterprise resource system; coordinate assigned activities with other departments. Assist stakeholders in a wide variety of activities and special projects for the purpose of ensuring smooth and efficient financial operations while remaining in compliance with District staffing allocations and procedures and state and Federal policies and regulations.

DISTINGUISHING CHARACTERISTICS

Business Systems Administrator is distinguished from other staff by the overall responsibility for system analyses of current business practices, processes and work flows, system implementation of finance information systems, and administration. A Business Systems Administrator perform difficult to complex business and systems analyses of current business practices, processes and work flows in assigned business areas and recommend modifications or new processes to facilitate integration with designated enterprise system module processes; develop testing and implementation plans for new systems, system enhancements and upgrades; review projects following implementation to ensure compliance with specifications; collaborate with administrators and staff on system and operational improvements and third-party system integrations and facilitate business improvements; and perform related duties as assigned.

Perform complex business services functional analysis of system modules including report functions and system component analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Lead, oversee, and participate in the design, implementation, upgrading, monitoring, tuning, and troubleshooting of the district's applications and tools, and system modules. **E**

Plan, implement and supervise projects; work with others on special projects to design and format system programs to achieve desired results; performs other special projects as assigned. **E**

Compile a wide variety of financial information and reports related to work assignments for the purpose of providing required documentation and processing information. **E**

Prepare financial information for a variety of stakeholders for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and administrative requirements. **E**

Develop specifications, design, and implementation of database queries, scripts, views, tables, and structures; provide database monitoring, performance tuning, troubleshooting, query development, replications, and data mining. **E**

Lead, oversee, and participate in determining data elements and structures that need to be accessed and extracted, moved and loaded, validated and cleaned, and standardized and transformed. **E**

Provide advanced technical support for the district's business services systems and applications; troubleshoot and resolve data integration and reporting problems; provide information, technical direction, and training to staff on activities required to implement projects, upgrades, new procedures, and techniques. **E**

Maintain business correspondence and communication techniques in day to day operations, training presentations and meetings. **E**

Knowledge of complex mathematics to perform calculations and statistical computations. **E**

Provide support for business systems activities with specific responsibility for the analysis and reconciliation of staffing allocations in compliance with established policies; providing specialized financial and budget support to other personnel; and verifying budget data. **E**

Develop business process modifications and determine strategic solutions to provide consistency; Prepare business; process documentation, write test scripts and lead testing, and identify fixes or corrections. **E**

Provide technical support and expertise for business systems. Serve as the subject matter expert, collaborate with district staff to solve complex procedural, operational, and technical business service problems. **E**

Analyze, test and model the results of system setup to determine appropriate functionality, performance, and data integrity and third-party software interface connections; make recommendations for system changes/corrections as necessary. **E**

Manage advanced reporting tools, analyze, design and write specialized queries and custom reports to generate required data and reports on a periodic basis. **E**

Assist user teams with special business projects such as system upgrades and system implementations; evaluate requests for system enhancements; provide guidance to business systems end users on application use and operating parameters; translate user expectations into technical specifications for enhancements and customizations; consult with other district staff on business process changes; research these changes for potential problems and develop and implement solutions. **E**

Support of California Department of Education/California Employment Development Department/California Unemployment Insurance/Internal Revenue Service federal reporting requirements by assembling information, verifying accuracy, inputting and/or overseeing the input of information into various system databases and staying current with new requirements. If new requirements are needed, ensuring all technology is updated accordingly. **E**

Coordinate review of the technical environment to evaluate, measure and maximize system performance, availability and effectiveness; utilize management software and tools to monitor and analyze data operations; analyze capacity and growth requirements, and recommend systems, system upgrades and enhancements to meet district needs. **E**

Develop, maintain, and provide district specific documentation including data standards, policies and procedures. **E**

Recommend and coordinate with staff and vendors on the design, documentation, implementation, maintenance, testing, and monitoring of business continuity and recovery procedures. **E**

Coordinate trainings for areas of the comprehensive business system. This includes being able to prepare complex technical written material in an effective and comprehensive manner. **E**

Analyze problems and make modifications to systems; preserve the performance and integrity of data. **E**

Assist with planning, organizing and prioritizing work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files and coordinating multiple projects simultaneously. **E**

Assist with supporting comprehensive integrated software systems with the ability to assess the outcomes and identify training and developmental needs for staff to enhance their performance, productivity and quality of work. **E**

Act as a liaison and serve on a variety of committees, task forces, and professional group meetings; maintain awareness of new trends and developments in the fields of Technology Services, database administration and security; incorporate new developments as appropriate. **E**

Read and interpret applicable policies, procedures, contracts and state and federal laws necessary to competently perform duties. **E**

Maintain professional and technical knowledge by attending courses and system training, reviewing professional publications, etc. **E**

Interpret technical system documentation and translate work processes into business systems functions. **E**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business, statistics, project management, management information, computer information science, finance, accounting or closely related fields from an accredited college or university along with four years of increasingly responsible experience in business, statistics, project management, finance, accounting information systems or other related field. Experience should include installing, implementing, and maintaining SQL Server in a clustered and highly available environment. Incumbent must have expertise with Microsoft SQL Server, database performance tuning and capacity planning, testing, evaluation, report development and systems integration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Alternative work schedule may be mandatory to prevent end-user interference.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Data warehouse and systems architecture, including the development of logical and physical data models including multidimensional data cubes, metadata definitions, and models.
- Principles and practices of Business Intelligence and data integration constructs.
- Industry design and configuration standards for data transformation and data warehouse technologies and tools.
- Principles and practices of business and technical communications, including techniques in the development of system and user documentation.
- Comprehensive Integrated Software Systems.
- Database theories and practices.
- Operating principles, parameters, uses, capabilities, characteristics, and limitations of servers, network operating systems, personal computers, mid-range computers, and related equipment.
- Standard principles, practices, methods, and tools of project management.
- Database design and management of SQL and other programming environments.
- Programming languages and reporting tools for SQL.
- Relational database management systems, computer network topologies, and the security implications of each. Conceptual design processes.
- Problem solving skills.
- Operation of computer, related software, and standard office equipment. Effective oral and written communication skills.
- Principles and practices of providing work direction to others.

ABILITY TO:

- Develop and deploy conceptual frameworks, and apply state-of-the-art technology to the design, development, implementation and management of data warehouse and data integration infrastructures and functionality.
- Install, configure, maintain, and manage the operations of complex database and data warehouse systems to achieve optimal technical performance and end-user support.
- Analyze and determine data entities, relationships, attributes, data flow, storage requirements, data output, and reporting capabilities.
- Determine and develop solutions to meet the functional requirements and specifications of hardware and software systems.
- Act as project manager for implementation of software application features or subsystems.
- Analyze and troubleshoot complex scripting, data cleansing, data integration, and data warehouse system issues; identify the reasons for problems, failures, and malfunctions; develop optimal solutions.
- Perform business and functional analyses, and reach sound conclusions regarding system requirements.
- Read, interpret, and apply complex technical publications, manuals, and other documentation.
- Identify data communication and information management issues and opportunities; analyze problems and alternatives; develop sound conclusions and recommendations.
- Prepare clear, concise, and accurate program documentation, reports of work performed, and other written materials.
- Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the district, in accordance with departmental and district policy and state and federal law.
- Translate user requirements into computer programs and systems. Apply creative thinking and critical reasoning to resolve complex system issues.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Implement system software and data changes in accordance with security and change control policies. Work individually, as well as part of a collaborative team.
- Establish and maintain cooperative relationships with others.
- Communicate effectively, both orally and in writing. Alternative work schedule may be mandatory to prevent end- user interference.
- Develop policies, procedures, functions and principles of information systems; accounting and record-keeping principles, methods and practices.
- Operate a computer, related software, and standard office equipment.
- Provide leadership, guidance, and training to other technical and non-technical personnel.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; subject to noise from equipment operation.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, inspect manuals and other written materials with fine print, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files from cabinets and shelves; lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS: Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.