



El Camino College

Business Systems Analyst



ABOUT THE ROLE

Under the direction of an Information Technology administrator, provide the communication link between the users of the administrative information systems and technical resources of the Information Technology Systems Division. Assist users to fully utilize all features and functions of the systems; lead users in decision-making regarding codes, values, parameters, policy and procedure changes, data conversion specifications, validation criteria, design of pre-printed forms, report standards, and one time reporting needs. Develop functional specifications and in conjunction with end user, analyze, trouble shoot and research software problems. Function as a project lead in certain circumstances.

DISTINGUISHING CHARACTERISTICS:

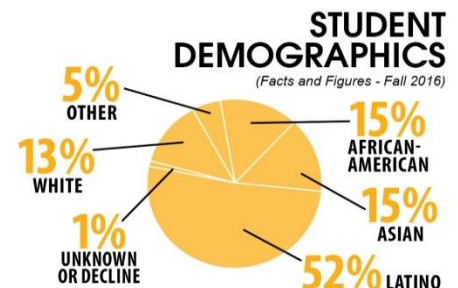
This classification is the most advanced level of the information technology series, which includes the classifications of user support technician and programmer analyst. The business systems analyst works relatively independently supporting applications areas and developing systems for complex processes.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals. As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



BUSINESS SYSTEMS ANALYST

Division: Information Technology Services

Posting Closing Date: 2/1/2024

Req: C2324-022

Position Type: Classified

REPRESENTATIVE DUTIES

Ensure effective and efficient use of the District's administrative information system through development of validation and verification procedures.

In conjunction with the end user determine application requirements and develop functional specifications to meet needs. Work with programming staff to implement requirements.

Provide assistance to end users in diagnosing and resolving problems associated with supported services by analyzing processes and procedures and their relationship to the administrative information system.

Assist divisions and departments with the training of key personnel; develop related training materials in concert with end users; utilize the "train the trainer" approach.

Coordinate with end-users analysis, specifications, testing, training, and documentation associated with system enhancements and new system development efforts.

Work with Programmer Analyst and User Support Technicians of all software requested changes.

Submit mandated files to state and federal offices as required.

Provide support of the Colleague system as required to maintain reporting, data entry, queries, streams, and file creation and initialization requirements.

Maintain security and confidentiality of information in accordance with federal regulations.

Perform related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to a Bachelor's degree in computer science, business, or related field and five years of experience working with a major student information system is required.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Databases, data element dictionaries

Structured queries

Desktop operating systems

College information systems

Report analysis and data variation implications

Implementation of new information systems

Functional and technical specifications

Validation and acceptance procedures

Information systems standards and procedures
Problem diagnosis and resolution
Documentation standards
Web-based systems
Problem solving techniques
Training methods for technical and non-technical staff

Abilities/Skills:

Understand user needs and develop both manual and technological solutions;
Effectively present users operational needs and requirements to Information Technology Services management and staff.
Establish and maintain harmonious working relationships with others.
Analyze complex user problems, evaluate alternatives and devise efficient cost-effective, user-friendly solutions.
Plan, organize and complete project within industry quality standards.
Coordinate, monitor and direct the tasks associated with major project development.
Provide technical guidance and recommendations concerning application systems.
Communicate complex technology applications issues clearly to non-technical parties orally or in writing.
Assist project leader with major projects.
Work closely with ITS staff to achieve objectives of end users.
Analyze reports and develop explanation for variances.
Train non-technical staff in the functions of the administrative information systems that are vital to their function.
Develop functional specifications work with technical staff to implement.
Work under pressure of deadlines and still make decisions that are appropriate for the situation.
Locate problems from verbal explanations and correct errors without disrupting end user operations.
Operate computers and peripheral equipment including terminals, data storage, printers and scanning equipment.
Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

WORKING CONDITIONS

Typical office setting.
Extensive computer work.
May sit and stand for long periods to time.
Must be able to carry up to 25 lbs.
Move from one work area to another.

CLOSING DATE: THURSDAY, FEBRUARY 1, 2024

SALARY: Starting salary is \$8,619 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$11,100 monthly). Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.