

## **ADMISSIONS AND RECORDS SYSTEMS ANALYST**

### **DEFINITION**

Under general supervision, performs a variety application development and analysis functions of the Admissions and Records Department's technology and application systems; creates business processes to meet end user requirements and Federal, State, District, local, and department regulatory mandates, rules, regulations, policies, and procedures; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of admissions and records databases and applications; tests and maintains data analysis and reporting programs to enhance and support reporting requirements and data tracking needs; coordinates work and services with central Information Technology Department and other staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean, Enrollment Management. May provide technical and functional direction to assigned administrative support staff or student workers.

### **CLASS CHARACTERISTICS**

This is a professional-level analyst classification that performs a variety of database application and reporting activities. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine to complex assignments. Successful performance of the work requires thorough knowledge of database applications and basic knowledge of the District's information systems infrastructure. This class is distinguished from other information technology classes by the level of specialized technical knowledge of and emphasis on admissions and records software and database applications.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Designs business processes for the maintenance, access, and retrieval of admissions and records data; defines data rules and relationships and develops methods for quality control of the database system; reviews and evaluates database access and reporting software applications to streamline and enhance admissions and records enterprise.
2. Designs methods and applications to import/export data for analysis; uses various reporting tools and database applications to retrieve information from databases for admissions and records and other staff as needed; determines required data and presentation formats.
3. Ensures successful storage and retrieval of data across a variety of campus systems; ensures admissions and records systems interface with other campus systems.
4. Creates complex custom queries and programs for a variety of admissions and records management needs and reporting requirements; creates queries to analyze and identify data integrity issues.

5. Monitors and maintains data integrity of admissions and records tables, fields, reports, and related systems; works with central information technology to execute scripts to correct data issues.
6. Provides expert technical assistance and training for admissions and records staff on system procedures, system integration, data integrity, and reporting.
7. Plans, designs, and creates new databases for data collection, analysis, and reporting.
8. Installs and configures database access applications and troubleshoots database connectivity issues.
9. Consults with information technology staff to create views and data blocks for data reporting and extraction.
10. Coordinates with information technology, institutional research, and other college staff to facilitate the resolution of database system issues in the admissions and records module and the development of new modified database processes and reporting requirements.
11. Acts as the first-line contact person for admissions and records staff for technical assistance with admissions and records student module system for testing, troubleshooting, and problem resolution.
12. Tests and debugs applications to ensure accuracy of data and writes related application documentation, including system upgrade testing and end-user documentation.
13. Communicates with personnel and various outside agencies as needed to exchange information and resolve issues or concerns.
14. Participates with end users and information technology in designing, testing, and implementing new computer programs as appropriate, including developing and maintaining related documentation.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
17. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
18. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
19. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
20. Prepares and delivers oral presentations related to assigned areas as required.
21. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Database management concepts and structures, reporting relationships, data analysis methods, design, practices, and procedures.

3. Principles and practices of programming and application generation tools.
4. Various software packages, including word processing, spreadsheet, data and database management, reporting tools, and desktop publishing applications and programs.
5. Basic data management, data extraction, and relational database systems theory, principles, techniques, and practices.
6. Research and reporting methods, techniques, and procedures.
7. Principles and practices of data collection and report preparation.
8. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
9. Modern office practices, methods, and computer equipment and applications.
10. Record keeping principles and procedures.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

**Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Use computer-related programs and software applications related to the area of assignment.
5. Analyze situations and identify and troubleshoot pertinent technical problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
6. Develop and implement database-related projects with sufficient speed and accuracy.
7. Review, analyze, customize, and implement software packages and database applications related to departmental projects.
8. Develop queries and perform complex analyses of data.
9. Interpret, apply, and explain technical materials to non-technical users; elicit user needs and develop and implement appropriate solutions.
10. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
11. Make accurate mathematical and basic statistical computations.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Operate modern office equipment including computer equipment and applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.

16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in computer science, computer information systems, or a related field; or
2. Additional professional experience in designing, programming, supporting, and implementing enterprise applications in a field similar to student financial aid administration, which demonstrates the acquisition and successful application of the required knowledge, skills, and abilities; and
3. Experience in admissions, records, and registration departments at an institute of higher education is desirable.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 6/2023