

JOB DESCRIPTION
Puyallup School District
Professional Technical – Level 18

Application Analyst-Developer

Purpose Statement:

The position of Application Analyst-Developer implements, manages, and maintains applications throughout the district, whether those applications are centered on district operations, student information, classroom-based education, or any other purpose. Tasks are primarily focused on supporting systems critical for district operations in areas of report development, workflow processing and custom development to help meet the needs of our district and users. This role will work with all interested parties, such as technical support, vendors, and end-users, to ensure that the applications are functioning in such a way as to promote the district's core mission. They provide advanced levels of support with the integration of multiple applications and/or processes. They can manage highly complex projects involving multiple systems, user groups, and lasting several months; and ensure that the systems meet service level objectives. This position requires working knowledge of Windows Server O/S, application installation, patching and maintenance are required. Knowledge and experience with K12 systems and reporting requirements desired.

Essential Functions

- **Develops and implements** tools, scripts, queries, and applications for systems used by the district.
- **Assesses** systems-level processes and leads effort to identify and implement new solutions. Translates ideas into concrete action plans to implement significant change in the district. Ability to "sell" those action plans and lead process improvement using technology.
- **Establishes** performance metrics with key vendors regarding optimal application functionality and support; and monitors systems to ensure performance compared to those service metrics; as appropriate, works with vendors to improve performance.
- **Collaborates** with district personnel, vendors, and peers for the purpose of implementing and maintaining data, systems and/or programs.
- **Leads** effort to implement system upgrades, including developing proper test plans, ensuring adequate testing has been performed, maintaining test records, and providing proper communication to affected parties (i.e., users and appropriate district leadership).
- **Maintains** user access, security and document storage while ensuring compliance with federal, state, and district regulations.
- **Develops and documents** data models for the purpose of responding to user and administrative data needs, data relationships, system modifications and customized reporting.
- **Participates** in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform essential functions and improve performance, functionality and user experience.
- **Designs and creates** a wide variety of technical and non-technical materials for the purpose of documenting processes, providing written reference and/or explaining new and existing functionality and flow of information. Ensures these materials are compliant with district, state and federal reporting requirements including but not limited to district policy, state RCW and WAC codes, and Family Educational Rights and Privacy Act (FERPA).
- **Plans, organizes, trains and educates** district end users for the purpose of learning new database and software applications to ensure compliance with district, state and federal reporting requirements associated with funding, student reporting, staff reporting and the Family Educational Rights and Privacy Act (FERPA).
- **Maintains** current knowledge of rules, regulations, legislation, technology, and procedures governing system data processing and software maintenance; develops and recommends new data procedures when applicable.

- **Provides** a variety of system management functions; monitors disk usage; plans user accounts and login paths; monitors and ensures system security; implements file security to protect data from unauthorized users.
- **Responds** to district personnel for the purpose of troubleshooting and problem-solving regarding data, software, and/or decision support systems as well as district, state and federal reporting.
- **Stays** informed as applicable on Washington Special Education reporting guidelines, (e.g. OSPI, DRS, S275EDS, P223H, etc.) and other relevant state requirements.

Other Functions

- **Assists** other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and public speaking and presentations to groups.

KNOWLEDGE is required to read and analyze technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job include Microsoft SQL Server; business process analysis; project management methodologies; programming interface design, business management and organizational structures; database concepts, structures and applications; RESTful API, software development life cycle, and decision support system. Technical programming languages such as: Python, JavaScript, C#, Node, HTML/CSS, SQL and Typescript. Knowledge of WA State Special Education reporting guidelines.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with significantly diverse individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include communicating with diverse groups; adapting to changing work priorities; working as part of a team; and meeting deadlines and schedules.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience within specialized field is required.

3+ years' experience with technical programming languages (Python, JavaScript, C#, Node,

SQL, HTML/CSS and Typescript.)

Experience with RESTful API development and consumption

Strong SQL skills, including schema design and query optimization

CI/CD experience preferred.

Familiarity with Visual Studio Code or Visual Studio
Experience with Git version control systems

Education

Bachelor's degree in job related area or equivalent experience.

Clearances:

Criminal Justice Fingerprint/Background Clearance and valid driver's license